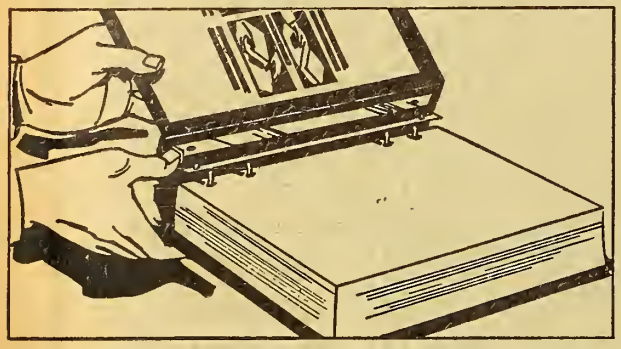
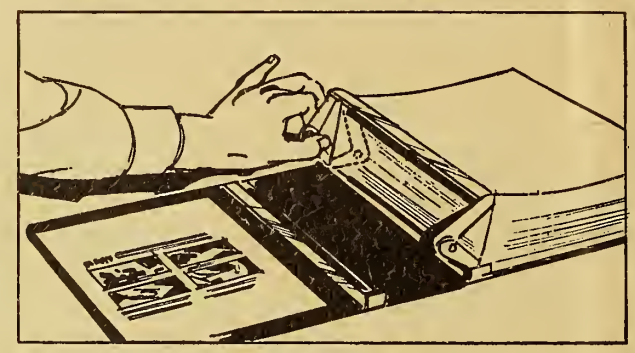
U. S. MARINE CORPS

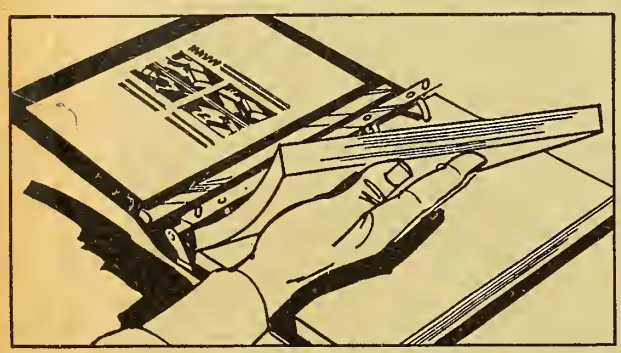
For fast operation of your Swing Hinge Binder follow these simple instructions:



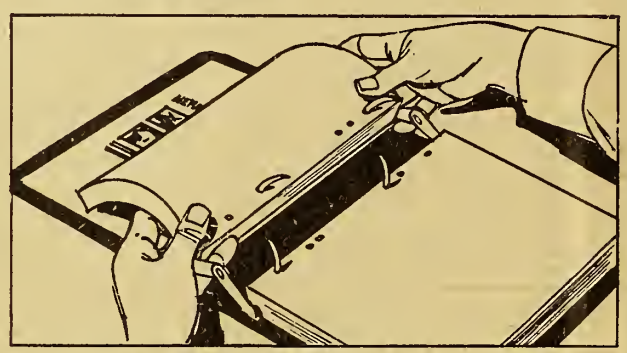
1. To open: Push forward on latch; lay cover back.



2. Swing hinges outward.



3. Place hand as illustrated where sheet is to be removed or inserted. Then roll back.



4. To close: Place fingers under prong-bar with thumbs holding front section. Roll pages toward back, threading prongs into holes.

5. Swing hinges in. Close cover.

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MARINE CORPS MANUAL

1961

DEPARTMENT OF THE NAVY
Headquarters United States Marine Corps
Washington 25, D. C.

DEPARTMENT OF THE NAVY
Headquarters, United States Marine Corps
Washington 25, D. C.

14 February 1961

This Marine Corps Manual is issued in accordance with U. S. Navy Regulations, 1948, for the instruction and guidance of all persons in the Department of the Navy in matters concerning the Marine Corps. Effective 1 July 1961 it supersedes the Marine Corps Manual, 1949.

David M. Shoup

DAVID M. SHOUP

APPROVED:

John B. Connally

Secretary of the Navy

Distribution: "JJ"

MARINE CORPS MANUAL

CHANGE 1

DEPARTMENT OF THE NAVY
HEADQUARTERS, U. S. MARINE CORPS
WASHINGTON, D. C. 20380 7 Feb 1964

1. The attached pages will be inserted in the Marine Corps Manual. Upon insertion of this change, the pages listed on the attached list of effective pages are in force. Remove and destroy pages not listed.

2. Paragraphs affected by this change are indicated by an arrow symbol (➧).

3. The following is a summary of this change:

Par. 1001.3a - Modified to change the words "fiscal year" to "calendar year" in accordance with Public Law 87-378 of 4 Oct 1961.

Par. 1070.6a - Modified to reflect supersession and cancellation of the Naval Supplement to the Manual for Courts-Martial, U.S. 1951, by the Manual of the Judge Advocate General.

Par. 1120.2 - New paragraph "1" added to bring provisions into agreement w/AR 145-102 as it pertains to contracts of members of the Senior Division, Army Reserve Officers Training Corps.

Par. 1120.3c - Modified to bring provisions into agreement w/AR 145-102 as it pertains to contracts of members of the Senior Division, Army Reserve Officers Training Corps.

Par. 1120.4a - Modified to reflect changes in information and provisions concerning appointments to warrant grade in the Regular Marine Corps or Marine Corps Reserve through the warrant officer, W-1, procurement program.

Par. 1210.3a - Paragraph (1) deleted to reflect deletion of Supply Duty Officer designation in accordance with Public Law 87-123. Paragraphs (2), (3) and (4) renumbered (1), (2) and (3), respectively.

Par. 1301.12 - Paragraph a deleted to reflect deletion of Supply Duty Officer designation in accordance with Public Law 87-123. Paragraphs b, c and d relettered a, b and c, respectively.

Par. 1306.4d - Modified to reflect the assignment of an additional messman, to women's messes as provided for in the Personnel Requirements Criteria Manual.

Par. 1306.5b - Modified to omit unnecessary administrative requirements relative to the authorization of personnel for Fleet Marine Force staff messes.

Par. 1430.2c - Modified to reflect the granting of promotion authority through pay grade E-5, to both Marine Corps and Navy commanders of enlisted Marines and deletes paragraph (5).

Par. 1450.2c - Modified to reflect supersession and cancellation of the Naval Supplement to the Manual for Courts-Martial, U. S., 1951, by the Manual of the Judge Advocate General.

Par. 1650.1a - Modified to reflect discontinuance of the awarding of silver bands to units.

Par. 1700 - New paragraph added to reflect the overall Marine Corps policy on the organization of morale, welfare and recreational activities and the relationship of the various activities to one another.

Par. 1701 - New paragraph added to incorporate the Request Mast Procedure.

Par. 5215.3a(8) - Modified to reflect supersession and cancellation of the Naval Supplement to the Manual for Courts-Martial, U. S. 1951, by the Manual of the Judge Advocate General.

Par. 5401.6a - Modified to reflect limitations on assignment to command of officers detailed to command a Marine Corps air activity on shore or a Marine Corps air unit organized for flight tactical purposes.

Par. 5402.5 - Paragraph b deleted to reflect deletion of Supply Duty Officer designation in accordance with Public Law 87-123. Paragraphs c and d relettered b and c, respectively.

Par. 5420 - Modified to reflect the definition, authorities, and policy on Marine Corps Boards and Committees.

Par. 5430.2d(2) - Modified to reflect title change of Deputy Chief of Staff (Plans) to Deputy Chief of Staff (Plans and Programs), and to reflect his responsibilities.

Par. 5430.2d(4) - New paragraph added to reflect redesignation of the Director of Aviation to the Deputy Chief of Staff (Air). Former paragraphs (4) and (5) renumbered (5) and (6).

Par. 5430.2d(6) - Renumbered as paragraph (7) and modified to reflect responsibilities of the Assistant Chief of Staff (G-3).

Par. 5430.2d(7) - Renumbered as paragraph (8); former paragraph (8) deleted.

Par. 5430.2d(10) - Modified to reflect responsibilities of the Quartermaster General of the Marine Corps.

Par. 5430.2d(18) - New paragraph added to incorporate the Director, Marine Corps Command Center as a staff agency. Former paragraphs (18) through (23) renumbered (19) through (24), respectively.

Par. 5430.2d(24) - Renumbered as paragraph (25) and modified to reflect reassignment of the Sergeant Major of the Marine Corps billet to the Office of the Commandant.

Par. 5800 - New paragraph 3 added to incorporate the policy of the Secretary of the Navy relative to rendering legal assistance.

Par. 7010.12 - Modified to reflect the overall policy regarding the organization, operation and management of miscellaneous nonappropriated funds.

Par. 7050.1c - Modified to reflect the functions of field commanders in regard to host-tenant agreements.

Figure 5-1 - Headquarters Marine Corps Organization Chart - modified to reflect the organization of Headquarters Marine Corps as of 24 October 1963.

4. This change will be filed immediately following the letter of promulgation.

Wallace M. Greene, Jr.

WALLACE M. GREENE, Jr.

DISTRIBUTION: "JJ"

MARINE CORPS MANUAL

CHANGE 2

JUL 22 1964
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DEPARTMENT OF THE NAVY
HEADQUARTERS, U.S. MARINE CORPS
WASHINGTON, D.C. 20380 3 June 1964

1. The attached pages will be inserted in the Marine Corps Manual. Upon insertion of this change, the pages listed on the attached list of effective pages are in force. Remove and destroy pages not listed.

2. Paragraphs affected by this change are indicated by an arrow symbol (➧).

3. The following is a summary of this change:

Par. 1520.2c - Modified to reflect a new policy on officer training.

Par. 5430.2d(5) - Modified to clearly delineate the responsibilities of the Assistant Chief of Staff, G-1 regarding civilian personnel.

Par. 5430.2d(7) - Modified to delineate the responsibilities of the Assistant Chief of Staff, G-3 regarding the Marine Corps Museums.

Par. 5430.2d(16) - Modified to clearly delineate the responsibilities of the Director, Administrative Division regarding civilian personnel.

Par. 5430.3c - Modified to reflect reassignment of staff cognizance at Headquarters Marine Corps over the Marine Corps Museum, a field activity of Headquarters Marine Corps located at Quantico, Virginia.

Par. 5440.2b(2) - Modified to reflect revised specific missions of the Fleet Marine Force

Par. 5750.3b - Modified to reflect reassignment of staff cognizance at Headquarters Marine Corps over the Marine Corps Museum, a field activity of Headquarters Marine Corps located at Quantico, Virginia.

A03D A03D1 A03D2 A03D3 A03D4 A03D5 A03D6 A03D7 A03D8

Par. 5750.3b(2) - Modified to include historical photographs and personal papers as items to be deposited in the museum.

4. This change will be filed immediately following the preceding change.

L. F. CHAPMAN, JR.
Lieutenant General, U.S. Marine Corps
Chief of Staff

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A03D

MARINE CORPS MANUAL

CHANGE 3

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G-3

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A03D35

DEPARTMENT OF THE NAVY
HEADQUARTERS, U. S. MARINE CORPS
WASHINGTON, D. C. 20380 18 Oct 1965

1. The attached pages will be inserted in the Marine Corps Manual. Upon insertion of this change, the pages listed on the attached list of effective pages are in force. Remove and destroy pages not listed.

2. Paragraphs affected by this change are indicated by an arrow symbol (➧).

3. The following is a summary of this change:

Par. 5430. 2d(17) - Modified to reflect title change of the Director, Data Processing Division to Director, Data Systems Division and to reflect his responsibilities.

Figure 5-1 - Headquarters Marine Corps Organization Chart - modified to reflect the organization of Headquarters Marine Corps as of 6 August 1965.

4. This page will be filed immediately following page 6.

L. F. CHAPMAN, JR.
Lieutenant General, U. S. Marine Corps
Chief of Staff

DISTRIBUTION: "JJ"

CHANGE 4

DEPARTMENT OF THE NAVY
HEADQUARTERS, U.S. MARINE CORPS
WASHINGTON, D.C. 20380 11 Feb 1972

1. The attached pages will be inserted in the Marine Corps Manual. Upon insertion of this Change, the pages listed on the attached list of effective pages are in force. Remove and destroy pages not listed.

2. Paragraphs affected by this Change are indicated by an arrow (➧) symbol.

3. The following is a summary of this Change:

Par. 1050.5	Modified to reflect requirement for Commandant of the Marine Corps approval only when travel to a restricted country is requested.
Par. 1070.4a	Modified to revise provisions on releasing information from personnel records.
Par. 1120.5	Modified to clarify the sources of temporary officers in accordance with the provisions of USC 5596 and 5597.
Par. 1120.6	New paragraph added to provide guidance in the case of withholding appointments.
Par. 1130.1b	Modified to reflect the implementation of joining processing at the Armed Forces Examining and Entrance Stations (AFEES).
Par. 1130.1c	Paragraph deleted to reflect loss of medical officers at Navy Recruiting Stations.
Par. 1133.2	Modified to change "career advisory" to "career planning."
Par. 1133.3d and 3e	Modified to reflect change in policy which requires Commandant of the Marine Corps approval for enlisted service beyond 20 years.
Par. 1306.5d, e, f and 6b	Modified to eliminate the term "steward" and steward pools.

PCN 501 003425 04

Par. 1430.2c(4), (5) and (6)	Added to reflect delegation of promotion authority to the Commanding Officer, Marine Corps Reserve Forces (Class III); naval and Marine Corps officers, higher in the chain of command.
Par. 1430.3	Modified to provide that enlisted promotion restrictions will be as prescribed by the Commandant of the Marine Corps.
Par. 1520	Modified to reflect current philosophy and concept of officer education.
Par. 1610.5	Modified to reflect current DOD policies on absentees and deserters.
Par. 1650.3b	Modified to reflect Commandant of the Marine Corps approval of certificates of commendation.
Par. 1701	Modified to reflect current request mast procedures.
Par. 1730	Modified to reflect responsibilities of The Chaplain, U.S. Marine Corps.
Par. 1746	Modified to omit "hostess houses" from clubs and messes.
Par. 1771.1c	Modified to reflect instructions on condolence calls to the next of kin of missing and deceased Marines.
Par. 4061.1a	Modified to reflect scope of the Food Service Program.
Par. 5040.3a and 3c	Modified to update inspection procedures by commanders.
Par. 5430.2d(10)	Modified to reflect responsibilities of the Quartermaster General of the Marine Corps.
Par. 5430.2d(12)	Modified to reflect responsibility of the Fiscal Director of the Marine Corps for the formulation of fiscal policy and for fiscal and disbursing administration.
Par. 5430.2d(22), (23) and (24)	Modified to reflect current titles.
Par. 7010.10 and 11	Modified to omit "hostess houses" from Marine Corps Mess Fund and individual club and mess funds.

NOTE: Minor changes (not arrowed) have been made to reflect current terminology and update references.

4. This change will be filed immediately following page 7.

Ormond R. Simpson

ORMOND R. SIMPSON
Lieutentant General, U. S. Marine Corps
Acting Chief of Staff

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MARINE CORPS MANUAL

CHANGE 4

The following is a list of effective pages in force in the Marine Corps Manual. Missing pages should be obtained by requisitioning complete changes in accordance with MCO P5600.31A.

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		1-9	0	1-35	4	4-1	0	5-15	0	6-4	0
Ch 1 Promulgation ltr dtd 7 Feb 64		1-10	0	1-36	4	4-3	0	5-16	0	6-5	0
		1-11	0	1-36a	4	4-4	0	5-17	1	7-1	1
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RECORD OF CHANGES

Changes as received and entered will be recorded in the spaces provided below.

Change Number	Date of Change	Date Received	Date Entered	Signature of person entering change
#1	7 Feb 64	15 Mar 64	20 Mar 64	D. E. Fusier 1stLt
#2				
#3	18 OCT 65	4 NOV 65	8 NOV 65	[signature]
4	11 FEB 72	UNK	11 APR 72	[signature]

RECORD OF CHANGES (Continued)

Change Number	Date of Change	Date Received	Date Entered	Signature of person entering change

MARINE CORPS MANUAL

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The subject matter of the chapters of this manual coincides in scope with the major subject groups of the Navy-Marine Corps Standard Subject Classification System. No subjects classified within the 8000, 9000, 12000, and 13000 series of those subject groups have been included, therefore chapters 8, 9, 12, and 13 do not appear.

INTRODUCTION

0001 STATUS

1. The Marine Corps Manual is the basic publication of the United States Marine Corps issued by the Commandant of the Marine Corps and approved by the Secretary of the Navy. It is a regulatory publication for the Department of the Navy as defined in article 1201, U. S. Navy Regulations.

2. The Marine Corps Manual is binding upon all persons in the Department of the Navy in matters concerning Marines and the Marine Corps.

0002 SCOPE

1. The Marine Corps Manual supplements U. S. Navy Regulations with:

a. Regulations of the Secretary of the Navy for the Marine Corps.

b. Delineations of the fields of authority of the Commandant of the Marine Corps as agreed upon by the Commandant and the chiefs of the bureaus and offices of the Navy Department in accordance with the policies and decisions of the Secretary of the Navy.

c. Regulations of the Commandant of the Marine Corps implementing U. S. Navy Regulations.

2. The Marine Corps Manual contains broad regulatory policies of the Commandant of the Marine Corps either originated within the Marine Corps or derived from statutes and from directives of the President of the United States, the Secretary of Defense, and the Secretary of the Navy.

0003 USE

1. The Marine Corps Manual is designed primarily for use by Marine Corps commanders, Navy officers exercising command over Marines, the staff of the Commandant of the Marine Corps, and the bureaus and offices of the Navy Department.

2. The Marine Corps Manual shall be used with U.S. Navy Regulations to ascertain departmental policy as it relates to the Marine Corps. When details on a specific subject are desired, the manual should be used with Marine Corps directives and other applicable issuances of the Department of the Navy.

0004 ORGANIZATION

1. Contents of the Marine Corps Manual are arranged by subject. The numerical sequence and classification of subject matter correspond to that established by the Navy-Marine Corps Standard Subject Classification System. Paragraphs are numbered by individual subject classification numbers. Chapters correspond to the major numerical subject groups. Pages are numbered consecutively within chapters.

0005 CHANGES

1. Changes to the Marine Corps Manual will be issued by the Commandant of the Marine Corps in accordance with the authority delegated to him by the Secretary of the Navy pursuant to article 1205, U. S. Navy Regulations.

2. Maintenance of the manual as an accurate and current publication is the responsibility of the Commandant of the Marine Corps. All users are enjoined to assist him in this task with appropriate recommendations. Specific duties of the staff of the Commandant of the Marine Corps for maintenance of the manual are contained in the Headquarters Manual, Headquarters Marine Corps.

3. Changes to the Marine Corps Manual shall conform to established criteria for content set forth in the Headquarters Manual, Headquarters Marine Corps. Changes will be designed for insertion on a page-for-page basis. Style and format shall be as specified

by the Commandant of the Marine Corps and shall include:

a. A promulgation sheet.

b. A summary sheet explaining the effect of the change.

c. A list of effective pages after the change is made.

d. A form for requesting missing pages.

e. New pages.

4. A record of changes made will be maintained on the page provided for that purpose.

CHAPTER 1

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CHAPTER 1

MILITARY PERSONNEL

1000 PERSONNEL MANAGEMENT

1. Definition

a. Personnel management is the process of planning, organizing, directing, and supervising the procurement, development, utilization, and administration of personnel.

2. Scope

a. The personnel management function of the Marine Corps applies to:

(1) Marines.

(2) Navy personnel under the military command of the Commandant of the Marine Corps.

(3) Civilians employed by the Marine Corps.

b. This chapter deals with the management of Marines and Navy personnel only. Administrative policies and procedures applicable to civilian personnel are promulgated by the Chief of Industrial Relations, Navy Department and the Commandant of the Marine Corps.

3. Responsibility

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for Marine Corps personnel matters including:

(1) Formulation of Marine Corps personnel policies.

(2) Planning for and determining Marine Corps organization.

(3) Procurement, training, education, promotion, discipline, assignment, classification, retirement, separation, accounting, leave, liberty, morale, and welfare of Marine Corps personnel.

b. Effective personnel management is a fundamental function of leadership and is the responsibility of all commanders and unit leaders. In the exercise of this responsibility, particularly in the areas of classification, assignment, promotion, and training, commanders must continually look to the future combat effectiveness of the Marine Corps in addition to the immediate or local effect of their actions.

4. Navy-Marine Corps personnel administration procedures

a. Personnel administration for Navy personnel under the military command of the Commandant of the Marine Corps shall be as directed by the Chief of Naval Personnel.

b. Personnel administration for Marine Corps personnel under the military command of Navy commanders shall be as directed by the Commandant of the Marine Corps.

1001 RESERVE PERSONNEL POLICIES

1. General

a. Rules for members of the regular component on active duty generally apply to reservists on active duty.

b. A reservist serving on active duty has authority and responsibility equal to that of a regular Marine of the same grade. When he is not on active duty, or when he is on active duty for training, a reservist is not considered to be an officer or employee of the United States or a person holding an office of trust or profit or discharging any official function under, or in connection with, the United States because of his appointment, oath, or status, or any duties or functions performed or pay or allowances received in that capacity. This limitation on the status of a reservist shall not be construed to impair his responsibility

and authority, during periods of inactive duty training and active duty for training, to execute orders and perform assigned duties.

2. Civilian employment

a. Members of the Marine Corps Reserve on inactive duty are authorized to accept civil employment including employment in any civil branch of the public service. While so employed they may receive pay and allowances to which they may be entitled as members of the Reserve.

b. A member of the Marine Corps Reserve not on active duty who desires to accept employment with a foreign government, or a concern which is controlled in whole or in part by a foreign government, shall submit a request for permission to accept such employment to the Commandant of the Marine Corps.

(1) Requests for this permission normally will be approved, except:

(a) When it is known that employment contemplated will be in violation of a statute of the United States; or

(b) When the nature of the anticipated employment may reasonably be expected to be inimical to the security or best interest of the United States.

(2) When permission to accept such employment has been given and it is later determined that the employment is in violation of law or is inimical to the security or best interest of the United States, the authority for accepting such employment will be withdrawn by the Commandant of the Marine Corps.

(3) Should a member accept or continue in such employment after approval has been refused or withdrawn, action to effect the separation of that member from the Marine Corps Reserve shall be initiated by the Commander, Marine Air Reserve Training, district director, or commanding officer as appropriate.

(4) A member who serves as a representative, official, or employee of a foreign government, firm, corporation, or individual shall, from a security viewpoint, be considered as a foreign national when acting in such capacity. This fact will be taken into consideration on any request made by the reservist for active duty, active duty for training, or inactive duty training which involves access to classified matter.

3. Military leave of absence

a. Officers and employees of the Federal Government or the District of Columbia who are members of the Marine Corps Reserve are entitled by law to a military leave of absence from their respective duties to attend active duty for training for periods not to exceed fifteen days in any one calendar year. While on such duty, personnel concerned are not subject to any loss of seniority, status, pay, and vacation.

1020 UNIFORM REGULATIONS

1. Regulations

a. The Commandant of the Marine Corps shall prescribe and promulgate Marine Corps Uniform Regulations to describe the uniform clothing and accessories to be worn by Marines and to govern the wearing of Marine Corps uniforms, accessories, and awards.

b. The Marine Corps Uniform Regulations promulgated by the Commandant of the Marine Corps shall be binding on all Marines. No officer or official shall issue instructions which conflict with, alter, or amend any provision thereof without the approval of the Commandant of the Marine Corps.

2. Uniform of the day

a. The uniform of the day is the uniform prescribed for wear by all personnel within a command or geographical area.

b. Marine Corps commanders, within the geographical limits of a naval district or river command, shall prescribe the uniform of the day to conform with the coordinating instructions issued by the commandant of the naval district or river command.

c. Afloat, and at shore stations not within a naval district or river command, Marine Corps commanders shall prescribe the uniform of the day in conformity with the coordinating instructions of the senior officer present.

d. The Commandant of the Marine Corps prescribes the uniform of the day for Marine Corps activities in the Washington Metropolitan Area.

e. Uniforms shall be prescribed in the terms used in Navy Uniform Regulations and Marine Corps Uniform Regulations.

3. Civilian clothing

a. Officers and enlisted personnel of the Marine Corps may wear civilian clothing under the conditions set forth in Marine Corps Uniform Regulations. Area commanders or senior officers present may suspend this privilege to meet local conditions. The Commandant of the Marine Corps will be advised at the time such action is taken.

4. Uniform of the Marine Corps Reserve

a. The uniform for personnel of the Marine Corps Reserve shall be the same as that prescribed for personnel of the Regular Establishment.

b. Members of the Marine Corps Reserve shall wear the uniform when participating in regular drills and when on active duty or active duty for training, except when civilian clothing is worn in conformity with local regulations.

5. Personnel on duty with another service

a. Regulations for the wearing of Marine Corps uniforms by enlisted personnel of the Navy on duty with the Marine Corps are contained in U. S. Navy Uniform Regulations. Personnel of other services on duty with Marine Corps units may wear the Marine Corps utility or service uniform when authorized by their respective service, provided, that in the case of enlisted personnel, the Marine Corps uniforms are furnished at no expense to the individual. When wearing the Marine Corps uniform, a member of another service shall wear the insignia or corps device of his own service.

b. Personnel of other services serving with Marine Corps units who are not authorized to wear Marine Corps uniforms shall wear the uniform of their service which corresponds to that prescribed for Marines.

c. Marine Corps personnel on duty with another service shall wear the Marine Corps uniform corresponding to that prescribed for personnel of the service concerned. In combat areas, or under conditions where the wearing of Marine Corps uniforms is not practical, Marine Corps personnel may wear the uniform of another service if provided at no expense to the individual. When such clothing is worn, appropriate Marine Corps insignia shall be worn.

6. Authority for persons not on active duty to wear the Marine Corps uniform

a. As authorized by 10 USC 772 and in accordance with the following conditions, the Marine Corps uniform may be worn by personnel not on active duty:

(1) A retired officer of the Marine Corps may bear the title and wear the uniform of his retired grade, but he is not authorized to wear the uniform in connection with nonmilitary activities of a business or commercial nature.

(2) A person who is discharged honorably or under honorable conditions, other than for unsuitability, security, unfitness, or misconduct, may wear his uniform while going from the place of discharge to his home, within three months after discharge.

(3) A person not on active duty who served honorably in time of war in the Marine Corps may bear the title, and when authorized by the Secretary of Defense, wear the uniform of the highest grade held by him during that war. These regulations of the Secretary of Defense will appear in the Marine Corps Uniform Regulations.

(4) While portraying a member of the Marine Corps, an actor in a theatrical or motion-picture production may wear the uniform of the Marine Corps provided the portrayal does not tend to discredit the Marine Corps.

(5) While attending a course of military instruction conducted by the Marine Corps, a civilian may wear the uniform prescribed by the commander of the activity conducting the instruction.

7. Distinctive insignia

a. In accordance with 10 USC 773, a diamond-shaped distinctive mark shall be worn by persons wearing the Marine Corps uniform, or a uniform similar to the Marine Corps uniform, when prescribed by a military society composed entirely of honorably discharged persons of the Marine Corps, or by the instructors and members of a duly organized cadet corps, in order to distinguish that uniform from the uniform of the Marine Corps. The distinctive mark shall be described in Marine Corps Uniform Regulations. The uniform prescribed under this authority shall not include insignia of grade the same as, or similar to, those prescribed for officers of the Marine Corps.

8. Fourragere

a. The fourragere is awarded by the French Ministry of War to those units which have been cited two or more times in the French Orders of the Army, and when awarded becomes a part of the uniform of the unit so recognized.

b. The 5th and 6th Marine Regiments have been so cited and all personnel are authorized to wear the fourragere while serving in those units.

9. Prohibition on wearing awards and emblems

a. Persons serving sentences of confinement are prohibited from wearing any decorations, medals, ribbon bars, badges, or emblems.

1040 CAREER MANAGEMENT

1. Definition and purpose

a. Career management is the guided development of the professional military career of each Marine.

b. Career management is designed to assist each Marine in broadening his general and professional education, developing his leadership and technical capabilities, and obtaining equitable career opportunities.

2. Application

a. Career management is effected by means of classification, assignment, training, and promotion.

3. Policies

a. Classification of each Marine's education, skills, and capabilities shall be effected to best fit his qualifications and individual preferences to the requirements of the Marine Corps.

b. Assignments shall be administered to provide the individual Marine:

(1) Duties within the fields in which he is classified.

(2) A variety of assignments to broaden his experiences toward a better understanding of the Marine Corps.

(3) Opportunities for formal schooling.

(4) On-the-job training which presents opportunities for the assumption of greater responsibilities.

(5) Rotation of assignments between the Fleet Marine Force, other operating force units, and the supporting establishments, as appropriate.

(6) Rotation of assignments between staff and command duties.

c. Training programs shall be designed for progressive development of individual military skills and professional competency to the degree required for advancement to billets of increased responsibility and for promotion.

d. The promotion program shall be organized to keep each Marine informed of the:

(1) Qualifications he shall be expected to possess for advancement.

(2) Projected schedule by which he may expect to be eligible for promotion.

(3) Opportunities the Marine Corps offers to assist him in becoming qualified for promotion.

4. Responsibilities

a. The Commandant of the Marine Corps exercises control in career management through personnel classification, assignment, training, education, and promotion.

b. The commander is charged with implementation of career management of individuals in accordance with the policies of the Commandant of the Marine Corps.

c. The individual Marine, to assure a successful military career, must recognize and carry out certain personal responsibilities to assist the Commandant of the Marine Corps and the commander in managing his professional life. His plans and actions should invariably include:

(1) Integrity of moral character and personal conduct.

(2) High goals set for providing valuable service to the United States and the Marine Corps.

(3) Individually acquired general and professional education.

(4) Competent performance of duties for personal satisfaction and to earn the right to serve in positions of increased responsibility.

1050 LEAVE AND LIBERTY

1. Definitions

a. Leave is the authorized absence of an individual from a place of duty, chargeable against the leave to which he is entitled in accordance with regulations prescribed by the Secretary of the Navy.

b. Liberty is the authorized absence of an individual from a place of duty not chargeable as leave.

2. Regulations

a. U.S. Navy Regulations sets forth general policies and instructions governing leave and liberty. Detailed instructions for granting leave and liberty, and for computing, recording, and reporting leave are contained in current editions of the Individual Records Administration Manual (IRAM), the Personnel Reporting Instructions Manual (PRIM) and other current directives.

3. Authority

a. Subject to limitations established by competent authority, commanders, as defined in paragraph 5401, may grant leave and liberty.

4. Responsibility

a. Persons authorized to grant leave will:

(1) Ensure that all personnel are afforded an opportunity and encouraged to take leave annually, as accruing, to the extent consistent with military requirements and other exigencies.

(2) Regulate the quotas for leave as necessary, consistent with their inherent responsibility for maintaining the degree of readiness required to accomplish their mission.

(3) Ensure that liberty is not granted in conjunction with leave and is not used to extend leave periods.

(4) Publish leave and liberty regulations and include instructions informing personnel of their amenability to military authority while on leave or liberty. (See par. 1630.)

5. Leave outside the United States

a. Unless prohibited by competent authority, commanding officers may authorize foreign leave travel to those countries not prohibited by current directives.

b. Personnel desiring to visit those countries restricted by current directives shall submit a request to the Commandant of the Marine Corps (Code DF).

1070 PERSONNEL RECORDS

1. Purpose

a. The purpose of personnel records is to provide information necessary for effective personnel management and to present a clear, complete, chronological military history of each Marine.

2. Types of records

a. Marine Corps personnel records consist of:

(1) Headquarters Marine Corps official officer and enlisted files.

(2) Officer qualification records and enlisted service record books.

(3) Health records.

(4) Unit personnel records and identification records.

3. Maintenance and custody

a. The Commandant of the Marine Corps is responsible for the maintenance and custody of an official file for each Marine.

b. Commanders are responsible for the maintenance and custody of officer qualification records, service record books, identification records, and unit personnel records in accordance with instructions contained in current directives.

c. Instructions for the maintenance and custody of medical and dental records are contained in paragraph 6150.

4. Status of personnel records

a. Provisions of law which require that information be made available to the public do not apply to personnel records of Marines (5 USC 552). The disclosure of information therefrom to unauthorized personnel would constitute a clearly unwarranted invasion of personal privacy. The personal privacy of the individual shall be protected. Such information however, may be released to persons properly and directly concerned who comply with applicable provisions of Marine Corps Manual, paragraph 1070.7 and part C of chapter XIII, JAGMAN.

5. Control of personnel records

a. The Secretary of the Navy controls personnel records. Except as authorized in this paragraph or when directed in specific cases by the Commandant of the Marine Corps, no person shall produce, release information from, or permit access to personnel records. Requests for production of, access to, and information from personnel records which are not covered by the following instructions shall be

forwarded to the Commandant of the Marine Corps.

6. Production of records or certified copies

a. Regulations for the production of personnel records in response to orders of civilian courts are contained in the Manual of the Judge Advocate General.

b. A commander shall produce personnel records within his custody for official use upon the request of another commander.

c. Upon the request of a commander the Commandant of the Marine Corps will, where practicable, provide copies of matter in the official files of Headquarters Marine Corps for use in

trials, administrative procedures, and other official functions of the requesting commander. In this regard, commanders will not submit requests for reproduction of matter contained in records maintained by field commands.

d. Requests from present or former Marines or their personal representatives for copies of their records relating to death, personal injury, and loss of or damage to property shall be forwarded to the Judge Advocate General of the Navy for action, via the Commandant of the Marine Corps.

7. Access to records

a. The service records of a Marine or former Marine may be reviewed or inspected by the Marine or his personal representative in the presence of the custodian of such records or a person designated by him. Proper written proof of representation will be required.

b. Commanders shall grant access to personnel records to personnel of courts-martial, courts of inquiry, investigations, boards whose duties require review of personnel records, and to Marine Corps personnel having cause to use such records in the performance of their duties.

c. Requests by United States Government agencies outside the Department of the Navy and by agencies of state or local governments to review personnel records shall be forwarded to the Commandant of the Marine Corps. As an exception to the foregoing, commanders may permit agents of the Federal Bureau of Investigation to examine the records of deserters.

8. Release of information from personnel records

a. Commanders may release information from personnel records required in the transaction of official Marine Corps business. Requests by United States Government agencies outside the Department of the Navy and by agencies of state and local governments for information from personnel records shall be forwarded to the Commandant of the Marine Corps.

b. Commanders may release information from the records of a Marine or former Marine to the Marine personally or to his personal representative who presents proof of appointment in writing. Requests of present or former Marines, or their representatives, for information relating to death, personal injury, and loss of or damage to property shall be forwarded for action to the Judge Advocate General of the Navy via the Commandant of the Marine Corps.

c. The name, rank, service number, service address, age, and length of service of a Marine may be furnished to persons requesting such information when the request appears reasonable.

d. Lists of names and addresses of Marines or former Marines will not be furnished to organizations or individuals external to the Armed Forces, including veterans' organizations and commercial enterprises, unless so directed by the Commandant of the Marine Corps.

9. Correction of files

a. Once matter is properly filed in the official files at Headquarters Marine Corps, it may not be removed without approval of the Secretary of the Navy. Commanders may, however, forward matter reflecting upon the completeness, accuracy, and credibility of material previously submitted for incorporation into official records.

1080 PERSONNEL ACCOUNTING SYSTEM

1. Definition and purpose

a. The Marine Corps Personnel Accounting System is the series of related procedures established for reporting, recording, compiling, and disseminating personnel information. It is designed to permit each item of information to be reported only once and

thereafter be readily available for purposes of personnel management, supply management, and financial management.

2. Responsibilities

a. Commanders of reporting units are responsible for accurate and timely reporting of all required information on every individual within their commands.

b. Commanders of data processing installations (see par. 5230) are responsible for the consolidation of reported data from designated reporting units, for the submission thereof to the Commandant of the Marine Corps, and for the dissemination of data as may be required.

1100 PROCUREMENT OF MILITARY PERSONNEL

1. Objective and scope

a. The basic objective of military personnel procurement is to obtain the highest quality of individual for Marine Corps service, in sufficient numbers to satisfy the needs of the Marine Corps.

b. Officers, officer candidates, Marine aviation cadets, and enlisted personnel are procured from within the Marine Corps and from sources external to the Marine Corps.

2. Responsibilities

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for the procurement of Marines for the regular and reserve components of the Marine Corps.

b. Directors of Marine Corps reserve and recruitment districts are responsible for the external procurement of applicants, including applicants for officer candidate programs, for service in the Regular Marine Corps and Marine Corps Reserve, except for aviation units of the Marine Corps Reserve.

c. The Commander, Marine Air Reserve Training is responsible for the procurement of applicants for service in aviation units of the Marine Corps Reserve.

d. Commanders are primarily responsible for the internal procurement of personnel through reenlistments and extensions of enlistment, and for internal procurement of applicants for officer candidate programs.

1120 OFFICER PROCUREMENT

1. General

a. The officer procurement programs of the Marine Corps are based on the provisions of Federal statutes as implemented by instructions issued by the Secretary of the Navy and the Commandant of the Marine Corps.

b. Appointments to officer grade in the Regular Marine Corps or Marine Corps Reserve are made only by the President of the United States or the Secretary of the Navy.

c. Appointments to officer grade may be made only to the extent that the number of officers serving in any one grade will not exceed the number so authorized by the Secretary of the Navy within the limitations established by law. Within these authorized strengths, the Commandant of the Marine Corps recommends to the Secretary of the Navy the appointment of such numbers of applicants as are needed to meet Marine Corps personnel requirements.

d. The Commandant of the Marine Corps may designate enlisted members of the regular and reserve components as officer candidates for the purpose of undergoing training to qualify for appointment as commissioned officers.

e. Candidates for appointment to commissioned grade in the Regular Marine Corps and Marine Corps Reserve must be citizens of the United States and must be mentally, morally, physically, and professionally qualified

in accordance with the requirements established by the Secretary of the Navy and the Commandant of the Marine Corps.

f. The mental, moral, age, and professional requirements for a commission in the Regular Marine Corps or Marine Corps Reserve are contained in current directives dealing with the specific sources from which officers are procured.

g. The physical requirements for a commission in the Regular Marine Corps or Marine Corps Reserve are contained in the Manual of the Medical Department. Except as may be authorized by the Commandant of the Marine Corps, upon the recommendation of the Chief of the Bureau of Medicine and Surgery, no person shall be appointed who does not meet the physical standards prescribed.

2. Source of regular commissioned officers

a. A graduate of the United States Naval, Military, or Air Force Academy may be appointed to commissioned grade in the Regular Marine Corps upon application to and approval by the superintendent of his respective academy in accordance with instructions issued by the appropriate Secretary.

(1) Preference for appointment in the Regular Marine Corps is given to applicants who were formerly enlisted men of the Regular Marine Corps or Marine Corps Reserve and to those who are sons of career Marines.

(2) No midshipman at the United States Naval Academy or cadet at the United States Military Academy or United States Air Force Academy who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Regular Marine Corps until after graduation of the class of which he was a member.

b. Upon successful completion of the academic and naval science requirements of the established course, graduates of the Naval Reserve Officers Training Corps are eligible for appointment to commissioned grade in the Marine Corps in accordance with instructions issued by the Secretary of the Navy.

c. Outstanding graduates of the Platoon Leaders Class may be appointed to commissioned grade in the Regular Marine Corps.

d. Marine Corps Reserve officers may be appointed in the Regular Marine Corps when vacancies exist, under programs authorized by the Secretary of the Navy and established by the Commandant of the Marine Corps.

e. Regular officers of other military services may be transferred and appointed to commissioned grade in the Regular Marine Corps in accordance with the policies established by the Secretary of Defense.

f. Civilian college graduates who are male citizens of the United States may be appointed to commissioned grade in the Regular Marine Corps upon satisfactory completion of a 4-year course at an accredited college or university as evidenced by the receipt of a baccalaureate degree.

g. A former officer of the Marine Corps who resigned in good standing may be reappointed to the grade of second lieutenant in the Regular Marine Corps to rank junior to those officers on the active list of second lieutenants as it stands on the date of his appointment. The applicant must establish his moral, mental, physical, and professional qualifications to perform the duties of that grade to the satisfaction of the Secretary of the Navy. The applicant must also be of such age as to permit completion of a total of 30 years of active service before reaching 62 years of age. A former officer who is 30 years of age or older may be reappointed only at the discretion of the Secretary of the Navy.

h. Male warrant officers and enlisted men in the grade of E-6 and above with 10 years of active naval service may be appointed as second lieutenants designated for limited duty.

i. Meritorious male noncommissioned officers of the Marine Corps may be appointed to commissioned grade in accordance with instructions prescribed by the Commandant of the Marine Corps.

j. Qualified graduates of the Naval Enlisted Scientific Education Program may be appointed to commissioned grade in the Regular Marine Corps.

k. Outstanding qualified graduates of the Women Officer Training Class may be appointed to commissioned grade in the Regular Marine Corps.

l. Graduates of the Army Reserve Officers Training Corps may be appointed to commissioned grade in the Regular Marine Corps in accordance with instructions issued by the Secretary of the Army and the Commandant of the Marine Corps.

3. Sources of reserve commissioned officers

a. The sources listed in subparagraph 1120.2 are also authorized sources for the procurement of reserve officers.

b. Qualified graduates of officer candidate programs established by the Secretary of the Navy and the Commandant of the Marine Corps may be appointed to commissioned grade in the Marine Corps Reserve.

c. Graduates of the United States Coast Guard Academy and the United States Merchant Marine Academy may be appointed to commissioned grade in the Marine Corps Reserve.

d. Reserve officers on extended active duty in other military services may be transferred and appointed to commissioned grade in the Marine Corps Reserve.

e. Enlisted men or former enlisted men of the Regular Marine Corps or Marine Corps Reserve may be appointed to commissioned grade in the Marine Corps Reserve.

f. Former officers of the Marine Corps, Navy, Army, Air Force, Coast Guard and reserve components thereof, the National Guard of the United States, and the Coast and Geodetic Survey may be appointed to commissioned grade in the Marine Corps Reserve.

g. Male candidates, not otherwise eligible, who possess exceptional skills of value to the Marine Corps may be appointed as specialist officers in the Marine Corps Reserve.

4. Sources of warrant officers

a. Appointments to the grade of warrant officer, W-1, in the Regular Marine Corps and Marine Corps Reserve are made from officers of the Regular Marine Corps and Marine Corps Reserve and enlisted personnel of the Regular Marine Corps and Marine Corps Reserve under instructions issued by the Commandant of the Marine Corps.

5. Sources of temporary officers

a. Temporary appointments in the Regular Marine Corps or the Marine Corps Reserve on active duty may be made in grades not above captain from:

(1) Male warrant officers on active duty.

(2) Male enlisted personnel in grades of staff sergeant or above on active duty.

(3) Temporary appointments of male personnel in warrant officer grades may be made by the Secretary of the Navy under such regulations as he may prescribe. Such appointments shall be made by warrant if in the grade of warrant officer, W-1, or by commission if in a higher warrant officer grade.

(4) Temporary appointments to the grade of second lieutenant or above

are made by the President with the advice and consent of the Senate.

(5) Such temporary appointments cannot be made from:

(a) Women members.

(b) Retired members.

(c) Members of the Marine Corps Reserve ordered to active duty for training, or in connection with organizing, administering, recruiting, instructing, training, or drilling the Marine Corps Reserve.

(d) Members of the Marine Corps Reserve ordered to temporary active duty to prosecute special work.

b. In time of war or during a national emergency declared by the President, temporary appointments may be made in grades not above captain in:

(1) Regular Marine Corps from:

(a) Warrant officer on active duty including retired members on active duty.

(b) Enlisted personnel on active duty serving in grades of staff sergeant or above, including retired members on active duty.

(c) Members of the Fleet Marine Corps Reserve serving in the grade of staff sergeant or above on active duty.

(2) Marine Corps Reserve from:

(a) Warrant officer of the Marine Corps Reserve on active duty.

(b) Enlisted personnel of the Marine Corps Reserve on active duty serving in the grade of staff sergeant or above.

(3) Temporary appointments in warrant officer grades are made by the Secretary of the Navy under such regulations as he may prescribe. Such appointments are made by warrant if in the grade of warrant officer, W-1, and by commission if in a higher warrant officer grade.

(4) Temporary appointments in the grades of second lieutenant and above are made by the President under such regulations as he may prescribe.

6. Withholding appointments

a. An appointment to commissioned or warrant officer grade should be withheld only for conduct which raises doubt as to the recipient's moral integrity, adversely reflects upon his professional qualifications, or results in his being recommended for trial by court-martial. In such cases, the commanding officer should not tender the appointment, but report the circumstances to the Commandant of the Marine Corps for final resolution.

1130 ENLISTED RECRUITING

1. Authority to effect enlistments

a. Citizens of the United States and certain aliens may be accepted for enlistment in the Regular Marine Corps and Marine Corps Reserve in accordance with the instructions and requirements of the Commandant of the Marine Corps.

b. Commanding officers, officers designated as recruiting officers and assistant recruiting officers, and officers otherwise specifically authorized by the Commandant of the Marine Corps are authorized, subject to the limitations established by the Commandant of the Marine Corps, to effect enlistments and reenlistments in the Regular Marine Corps and Marine Corps Reserve.

2. Enlistment oaths

a. Any commissioned officer of any component of any of the Armed Forces of the United States, whether or not on active duty, is authorized to administer the oath required for enlistment of any person and any other

oath required by law in connection with the enlistment of any person in any armed force.

3. Enlistments for general service

a. All enlistments in the Marine Corps will be for general service unless otherwise authorized by the Commandant of the Marine Corps.

4. Grade

a. All enlistments shall be effected in the grade of private.

5. Term of enlistments

a. Unless required by law to be for a longer period, enlistments in the Regular Marine Corps and the Marine Corps Reserve may be for terms of two, three, four, or six years, as may be authorized by the Commandant of the Marine Corps.

b. Under regulations prescribed by the Commandant of the Marine Corps, applicants may be enlisted in officer candidate programs, or other special programs for the length of the program. These enlistments may be made subject to a condition that the contract will not be binding unless the applicant is finally accepted for the program concerned.

c. All terms of enlistment are subject to:

(1) Extension in time of war or in time of national emergency declared by the President.

(2) Laws requiring completion of periods of obligated service in the reserve component.

6. Physical examinations

a. For physical examination policies, see paragraph 6120.

1133 REENLISTMENTS AND EXTENSIONS OF ENLISTMENTS

1. General

a. Reenlistment involves the execution of an entirely new contract between the applicant and the Marine Corps. The term "reenlistment" indicates that there has been a former contract of a similar nature between the Marine Corps and the applicant.

b. Extension of enlistment occurs when an enlisted man agrees to extend his existing term of enlistment and postpone his right to discharge until expiration of the period of extension. Such an agreement is not a contract for a new enlistment but is, rather, a modification of the existing contract.

2. Career Planning Program

a. The Career Planning Program has as its objective the reenlistment and extension of enlistment of highly qualified Marines in the Marine Corps in order to improve personnel stability and facilitate successful career planning. This program is designed also to aid in promoting a pro-career attitude among personnel by emphasizing the benefits of a Marine Corps career. A career planning program shall be established by all commanders to aid in the retention of highly qualified Marines.

3. Standards

a. Lance corporals and below, to be eligible for reenlistment or extension of enlistment, must be potential noncommissioned officers.

b. Noncommissioned officers, to be eligible for reenlistment or extension of enlistment, must have demonstrated the high standards of leadership, professional competence, and personal behavior required to maintain the dignity and authority of Marine Corps noncommissioned officers.

c. Highly qualified noncommissioned officers are encouraged to serve a full 30-year career. Their maturity, experience, and professional ability constitute a strong link in the chain of command and a vital segment of the organizational structure of the Marine Corps.

➧ d. The approval of the Commandant of the Marine Corps is required prior to effecting a reenlistment or extension which would provide for service beyond a total of 20 years active service.

1141 RECALL

1. Retired personnel of the Regular Marine Corps

a. The Secretary of the Navy may order any retired officer of the Regular Marine Corps to active duty in time of war or national emergency declared by the President. The Secretary may at any other time order such a retired officer to active duty only with the consent of the officer concerned.

b. The Secretary of the Navy may order any retired enlisted member of the Regular Marine Corps to active duty in time of war or national emergency.

2. Members of the Fleet Marine Corps Reserve

a. The Commandant of the Marine Corps, or a commander designated by him, may order a member of the Fleet Marine Corps Reserve to active duty or active duty for training without his consent under one of the following conditions:

(1) In time of war or national emergency declared by Congress, for the duration of the war or national emergency and for 6 months thereafter.

(2) In time of national emergency declared by the President.

(3) In time of peace to perform not more than 2 months active duty for training in each 4-year period.

3. Members of the Marine Corps Reserve

a. The Commandant of the Marine Corps, or a commander designated by him, may order members of the Marine Corps Reserve to active duty or active duty for training as authorized below:

(1) In time of national emergency proclaimed by the President or when otherwise authorized by law, any member of the Ready Reserve without his consent, may be ordered to and required to perform active duty for a period not to exceed 24 months.

(2) In time of war or national emergency declared by the Congress, or when otherwise authorized by law, any member of the Ready Reserve, without his consent, may be ordered to and required to perform active duty for the duration of the war or national emergency and for 6 months thereafter.

(3) Orders to active duty may be issued to members of the Ready Reserve in time of peace for execution in time of war or national emergency or when otherwise authorized by law. Determinations as to the members to be so ordered to active duty and the priority in which they will be ordered will be made in accordance with policies and procedures prescribed by the Commandant of the Marine Corps.

(4) In time of war or national emergency declared by Congress, or when otherwise authorized by law, any member of the Standby Reserve may be ordered to and required to perform active duty for the duration of the war or national emergency and for 6 months thereafter. However, no member of the Standby Reserve may be ordered to active duty without his consent until the Director of Selective Service has determined that such member is available for active service, and no member of the inactive status list of the Standby Reserve shall be ordered to active duty without his consent unless the Secretary of the Navy, with the approval of the Secretary of Defense, determines that adequate numbers of qualified members in an active status are not readily available.

(5) In time of war or national emergency declared by Congress, or when otherwise authorized by law, any member of the Retired Reserve may be ordered to and required to perform active duty for the duration of the war or national emergency and for 6 months thereafter. However, no member of the Retired Reserve may be ordered to active duty without his consent unless the Secretary of the Navy, with the approval of the Secretary of Defense, determines that adequate numbers of qualified members in an active status are not readily available.

(6) A member of the Marine Corps Reserve in an active status may be ordered to and required to perform active duty or active duty for training, without his consent for a period not to exceed 15 days annually.

(7) A member of the Ready Reserve who is required by law and regulations to participate satisfactorily in reserve training and who in any year fails to perform such training duty satisfactorily, may be ordered without his consent to perform additional active duty for training for not more than 45 days.

(8) A member of the Ready, Standby, or Retired Reserve may be ordered to active duty or active duty for training at any time with his consent, subject to such policies, programs, and conditions as are approved by the Commandant of the Marine Corps.

1200 CLASSIFICATION

1. Purpose

a. The Marine Corps personnel classification system provides a means

for accurately identifying personal skills, capabilities, and experience levels and relating them to the personnel requirements established in tables of organization (par. 5320). This systematic identification facilitates personnel planning, procurement, selection for training, development of training requirements, promotions, distribution, assignment, and the orderly call to active duty of inactive duty personnel in times of national emergency or mobilization.

2. Scope and application

a. Marines are classified with respect to:

(1) Military grade.

(2) Military designation.

(3) Military occupational specialty.

b. Military grade structures and designations for officer and enlisted personnel are contained in paragraphs 1210 and 1220 respectively.

c. Designations are assigned and controlled only as authorized by the Secretary of the Navy.

d. Military occupational specialties are assigned, changed, and voided in accordance with the Marine Corps Military Occupational Specialties Manual and the Marine Corps Personnel Manual.

1210 OFFICER GRADE STRUCTURE AND DESIGNATIONS

1. Grade structure

a. Officer grades in order of seniority are:

Grade
General
Lieutenant General
Major General
Brigadier General
Colonel
Lieutenant Colonel
Major
Captain
First Lieutenant
Second Lieutenant
Chief Warrant Officer, W-4
Chief Warrant Officer, W-3
Chief Warrant Officer, W-2
Warrant Officer, W-1

2. Definition of terms

a. Commissioned officers are those appointed to their military grade by a commission. All Marine Corps officers are commissioned with the exception of those serving in the grade of warrant officer, W-1.

b. Warrant officers are officers serving in the grades of chief warrant officer, W-4, W-3, or W-2, and warrant officer, W-1.

3. Designation of officers

a. Officer designations assigned by the Secretary of the Navy or assigned by his authority are as follows:

(1) Limited Duty Officers are officers designated by the Secretary of the Navy for performance of duty in the technical fields in which they are proficient.

(2) Naval Aviators are officers designated by the Chief of Naval Personnel as eligible to perform duties as aircraft pilots. Qualified naval aviation pilots who are appointed commissioned or warrant officers may be designated naval aviators by the Commandant of the Marine Corps.

(3) Naval Aviation Observers are officers designated by the Commandant of the Marine Corps as eligible to perform duties as naval aviation observers (tactical), naval aviation observers (navigation), or naval aviation observers (radar).

1220 ENLISTED GRADE STRUCTURE AND DESIGNATIONS

1. Grade structure

a. Enlisted grades in order of seniority are:

Grade	Pay Grade
Sergeant Major Master Gunnery Sergeant	E-9
First Sergeant Master Sergeant	E-8
*Master Sergeant Gunnery Sergeant	E-7
*Gunnery Sergeant Staff Sergeant	E-6
*Staff Sergeant Sergeant	E-5
*Sergeant Corporal	E-4
*Corporal Lance Corporal	E-3
Private First Class	E-2
Private	E-1

* These grades are interim grades used for Marines in pay grades E-3 through E-7 whose dates of rank are prior to 1 January 1959. They will not be used after 1 July 1963.

2. Definition of terms

a. Staff noncommissioned officers are enlisted personnel serving in the grade of staff sergeant or higher.

b. Noncommissioned officers are enlisted personnel serving in the grade of corporal or higher.

3. Designation of enlisted personnel

a. Enlisted personnel may be designated as follows:

(1) Naval Aviation Pilots are enlisted personnel designated by the Commandant of the Marine Corps as eligible to perform duties as aircraft pilots.

1300 DISTRIBUTION AND ASSIGNMENT

1. Definitions

a. Distribution is the process of assigning personnel to subordinate echelons.

b. Assignment is the action of specifying the unit, billet, or duty in which an individual will serve.

c. Transfer is the action taken to effect a change of reporting unit for the individual.

2. Purpose and application

a. The purpose of personnel distribution is to fulfill grade and military occupational specialty requirements reflected by personnel allowances. Current directives prescribe the procedures and applicability of the following two basic methods used in the distribution and assignment of personnel to subordinate units:

(1) Automatic distribution is the process of filling vacancies on the basis of periodic reports received through the Personnel Accounting System (par. 1080), without requisition action on the part of the commander concerned.

(2) The requisition system is the process of filling vacancies on the basis of requests made by the commander concerned.

b. The transfer of personnel to or from organizations under the direct administrative control of the Commandant of the Marine Corps will not be effected by field commanders, except as specifically authorized by the Commandant of the Marine Corps.

c. Assignment to duty involving incentive or hazardous duty pay will be

by written orders. Such orders may be continued in effect only as long as the individual remains qualified and participates regularly in the type of duty concerned. Qualifications and conditions for such assignment are contained in the Marine Corps Personnel Manual and current directives. Types of assignments involving incentive or hazardous duty pay are:

(1) Duty involving flying as a flight crewmember or a flight non-crewmember.

(2) Duty involving the demolition of explosives and the disposal of special weapons.

(3) Duty involving the use of self-contained underwater breathing apparatus.

(4) Duty involving parachute jumping.

d. Women may be assigned to any billet commensurate with their physical capabilities, except that women shall not be assigned to duty in aircraft while such aircraft are engaged in combat missions nor to duty on vessels of the Navy except hospital ships and naval transports.

1301 OFFICER DISTRIBUTION AND ASSIGNMENT

1. Scope

a. The distribution and assignment policies prescribed herein are applicable to regular officers and reserve officers on extended active duty except those reserve officers serving on Reserve Program Standard Written Agreements.

b. Assignment policies are designed basically as a guide for the career development of officers having less than 20 years of service. After 20 years of service, officers will be assigned to those duties for which they are best fitted by experience and ability.

2. Policy

a. Officer distribution and assignment policies are designed to fulfill organizational requirements and to implement career management policies by:

(1) On-the-job training.

(2) Formal schooling.

(3) Elimination of repeated assignments to the same type of duty unless specialization is indicated.

(4) Affording opportunity for officers to gain broad command and staff experience.

(5) Affording equal opportunity for selection and preferential assignment on the basis of demonstrated proficiency.

3. Responsibility

a. The Commandant of the Marine Corps is primarily responsible for the assignment of adequate numbers of qualified officers to individual commands, and for affording officers successive assignments which offer them equitable career opportunities. These assignments are based on the personnel records of officers and the overall distribution requirements. A commander is responsible for the assignment of officers within his command in accordance with the policies stated herein unless specifically directed otherwise.

b. The Commandant of the Marine Corps effects rotation of assignments between Fleet Marine Force, other operating force units, the supporting establishments including assignments to formal schools, and to reserve, recruiting, supply duties, and other assignments, as appropriate. Rotation of assignments within commands, between command and staff duties, is the responsibility of commanders.

c. Commanders normally will not assign officers to specific billets in

subordinate commands. Assignment of an officer to a specific billet is the responsibility of the commander of the lowest echelon to which the officer reports for duty.

d. The assignment of primary duties to all officers by commanders shall be made in accordance with the authorized billets of the organization concerned. In making assignments, commanders shall give careful consideration to the information appearing in officers' qualification records and the Commandant's rotation of assignment policies. All commanders must endeavor to advance the professional qualification of officers under their command. Rotation of assignments of relatively inexperienced officers among the various billets within an organization must be regarded as a training requirement by all commanders.

e. An officer may be assigned additional duties which are considered necessary to carry out the proper administration of the command. Additional duties will be assigned to the end that an officer will perform a variety of tasks appropriate to his grade.

4. Types of assignment

a. Command assignment consists of duty as the commander or executive officer of an administrative, tactical, service, security, or training organization.

b. Staff assignment is duty as the member of a general, executive, or special staff in any organization above the company and squadron level.

c. Student assignment is duty as a student at a service or civilian school, domestic or foreign.

d. Instructor assignment is duty on the staff or as an instructor at a service school, domestic or foreign, to include the Naval Reserve Officers Training Program, the Platoon Leaders Training Program, and the Naval Air Training Command.

e. Reserve assignment is duty with reserve activities.

f. Technical and administrative assignments consist of duties not properly classified under the preceding categories.

5. Tour of duty

a. Officers are transferred only in response to requirements or upon completion of a specified tour length. Actual tour lengths vary according to requirements by grade and military occupational specialty. The normal tour of duty for assignments effected by the Commandant of the Marine Corps within the continental United States will be 3 years.

b. The tour of duty for officers in overseas areas and on sea duty will be in accordance with current Marine Corps directives.

c. Extensions of tours of duty will be authorized only by the Commandant of the Marine Corps.

6. Command and staff assignments

a. Units of the Fleet Marine Force will be commanded and staffed by officers of the grade prescribed by the table of organization for the particular unit whenever officers of the prescribed grade are present for duty. Deviations from this policy will be made only in circumstances of an emergency nature and, when made, will be temporary.

b. Unless specialization is authorized by the Commandant of the Marine Corps, officers assigned to the Fleet Marine Force should serve approximately half of their accumulated tours in command assignments. Due consideration shall be given to the type of duty performed by each officer during his previous tours with the Fleet Marine Force, and to the desirability of having an officer serve with troops before his assignment to a staff.

c. On an accumlative Fleet Marine Force and non-Fleet Marine Force

basis, officers should serve in command assignments approximately one-fourth of their careers.

7. Assignment to Fleet Marine Force units

a. Upon completion of basic training, officers, other than qualified pilots, will normally be assigned to sea duty or a unit of the Fleet Marine Force. During this period each officer assigned to the Fleet Marine Force will be trained in a specific occupational field designated by the Commandant of the Marine Corps.

b. Assignments to Fleet Marine Force units on subsequent tours will be made to those type units which will most effectively utilize each officer's command and staff qualifications.

c. Upon completion of the pilot training program and designation as Naval Aviators, officers will be assigned to operating squadrons of the Fleet Marine Force. This assignment should be of sufficient duration to qualify them in an appropriate military occupational specialty and, in addition, to allow qualified pilots to serve for the maximum time practicable in an operating squadron.

8. Assignment to duty with the Marine Corps Reserve

a. The Commandant of the Marine Corps assigns regular and reserve officers to duty in connection with the administration, planning, and training of the Marine Corps Reserve.

9. Assignment to duty external to the Marine Corps

a. The Commandant of the Marine Corps makes officers available for assignment to duty with joint, allied, and Department of Defense staffs or as members of staffs, military training units, and schools of the other military services. These assignments are made in compliance with instructions of superior authority or agreements between the Commandant of the Marine Corps and appropriate officials of other military services.

10. Assignment to schools

a. Officers will be assigned to schools and courses to fulfill Marine Corps requirements and for purposes of individual career development.

b. An officer will be assigned to only one school of the same level.

c. An officer will not be assigned to a school or course when he has received credit for an equivalent school or course, or when he has served as an instructor on the staff of the school for a period of a year or more and has received a certificate from the school equivalent to a graduation certificate.

d. Normally, an officer will not attend two consecutive schools or courses; for example, an officer will not attend a specialist school and the next year attend the Junior Course. There are certain short courses of a few weeks duration to which an officer may be assigned prior to or upon completion of any course. It is not the intent of this policy to prevent such assignments should circumstances warrant.

e. Upon completion of a specialist school, whenever practicable, officers will be assigned immediately to duties or additional duties that require the special knowledge gained at the school.

11. Assignment of warrant officers

a. Warrant officers will be assigned to billets that are essentially technical or administrative.

b. Warrant officers will usually be assigned to billets that do not involve command.

c. Warrant officers will be assigned to primary duties and schools in their fields of specialization as evidenced by their military occupational specialties, except as otherwise

directed by the Commandant of the Marine Corps.

12. Limitations on assignments

a. Limited Duty Officers will normally be assigned only to primary duties and schools in their field of specialization as evidenced by their primary military occupational specialties.

b. Temporary officers will normally be restricted in assignment to duties and schools related to their fields of specialization as evidenced by their military occupational specialties.

c. Provision for aides will be made for general officer billets only when such billets are for command assignments. The number and grades authorized depend upon the general officer's grade and will be prescribed in tables of organization. The total cumulative service of a company grade officer as an aide, whether to one or more general officers, will be 3 years; that for a field grade officer, 4 years. Normally the maximum continuous tour of duty as an aide will be 2 years.

13. Assignment of limited assignment (overage) officers of the Marine Corps Reserve.

a. Limited assignment (overage) officers will, upon mobilization, be assigned within their specialties to duties not requiring the degree of youth and physical stamina required of an officer in the same grade having a combat-type specialty. Such assignments will not be limited to security duties in the Naval Shore Establishment and will not necessarily be confined to the continental United States.

1306 ENLISTED DISTRIBUTION AND ASSIGNMENT

1. Policy

a. Enlisted personnel will be distributed to activities based on the numbers, grades, and skills authorized by the tables of organization or other prescribed allowances.

b. Enlisted personnel with appropriate rank and military occupational specialty will be distributed, to the extent feasible, to activities having no on-the-job training capabilities for the skill required. Enlisted personnel with skills which can be developed by on-the-job training will be provided through the distribution process only when readily available.

c. Grade and military occupational specialty substitutions will be made in the distribution process when personnel with the required grades and military occupational specialties are not available. When substitutions are made, local retraining may be required. Current directives describe retraining requirements on a Marine Corps-wide basis, and prescribe reclassification objectives and limitations.

d. Assignment restrictions based on overseas control dates and other factors, as well as special criteria for assignment to certain billets are published by the Commandant of the Marine Corps.

e. Assignments shall be designed to offer the individual opportunity within his skill area for training, development, and duty at a variety of stations and units. The scope and variety of assignment shall be increased with each advancement in grade. When required, individuals may be assigned to billets outside of their occupational specialties.

f. Assignment to Fleet Marine Force and non-Fleet Marine Force organizations will be made on an equitable basis among all personnel.

2. Responsibility

a. The responsibility for the distribution of enlisted personnel rests primarily with the Commandant of the Marine Corps.

b. The commander is responsible for the assignment of enlisted personnel within his command in accordance

with the policies stated herein, unless specifically directed otherwise.

3. Tours of duty

a. Tours for individuals will be governed by the needs of the Marine Corps and the requirements of career management.

b. In the interest of providing for both personnel stability and necessary variety of assignments, enlisted tours generally range between 2 and 4 years at a single location. Current directives prescribe specific tour lengths in certain units and locations.

4. Assignment of messmen

a. Enlisted personnel may be assigned to duty as messmen in general messes. They will not be detailed continuously as messmen for a period longer than one month unless specifically authorized by the Commandant of the Marine Corps. They will not be required to serve more than three such periods in one calendar year unless similarly authorized.

b. Normally only privates and privates first class will be detailed as messmen. When the number of privates and privates first class is insufficient, lance corporals may be assigned. Noncommissioned officers will not be detailed as messmen except where personnel below the grade of corporal are not available.

c. Women shall not be assigned duty as messmen in general messes which serve only male personnel.

d. Men shall not be assigned duty as messmen in general messes which serve only women except as provided for in the Personnel Requirements Criteria Manual.

e. In general messes serving both men and women, the number of each assigned duty as messmen will be in proportion to the number of each being subsisted.

5. Assignment of cook specialist, and food service technician specialist

a. The Commandant of the Marine Corps will authorize the assignment of cook specialists and food service technician specialists to duty in the individual public quarters of general officers, general officers' messes, and the quarters of certain other senior officers who are in command positions. Each authorization will specify the officer by billet for whom cook specialists and/or food service technician specialists are authorized and the number authorized. These personnel may not be assigned in excess of the numbers authorized for the officer and billet for which each authorization is established, without the approval of the Commandant of the Marine Corps.

b. Cook specialists and/or food service technician specialists are authorized for service with general officers of the Fleet Marine Force while in the field in the same numbers but not in addition to their public quarters allowance.

c. Whenever cook specialists and/or food service technician specialists are assigned to, or released from, duties in the service of a general officer, or public quarters, a report will be submitted immediately to the Commandant of the Marine Corps. All reports of release from public quarters will briefly outline the circumstances for relief and a recommendation regarding future reassignment of the individual concerned to public quarters. In those instances where a general officer for whom a cook specialist and/or a food service technician specialist allowance is established, is dispossessed of public quarters, the personnel assigned under the allowance may be reassigned to duty in any general mess function of the activity concerned pending reassignment by the Commandant of the Marine Corps.

6. Limitations on assignments

a. Enlisted personnel under 21 years of age will not be assigned or

employed in any mess, enlisted club, exchange, or other activity as bartenders or in any similar capacity involving dispensing of beer (regardless of alcoholic content), alcoholic beverages, or intoxicating liquors.

b. Whenever practicable it is desired that only volunteer personnel be assigned to duty on a personal staff. Further, each cook specialist or food service technician specialist completing a tour of duty on a personal staff will be given the opportunity for assignment to another type billet within the food service field. Continuing tours on personal staffs will be authorized only if the individual volunteers for such duty and if the needs of the service can be best met by such assignment.

1320 TRAVEL ORDERS

1. General

a. Travel orders are orders which direct individual or group movements between designated points. Such orders, and performance of travel prescribed therein, shall be governed by:

(1) The basic regulations for travel and the reimbursement for travel of Marine Corps personnel and their dependents contained in Joint Travel Regulations.

(2) Implementing and supplementary travel regulations set forth in the Navy Travel Instructions and applicable Navy and Marine Corps directives.

2. Responsibility and scope

a. The Commandant of the Marine Corps is responsible for administering official travel of Marine Corps personnel and their dependents.

b. The administration of official travel involves:

(1) A determination that travel is required in the public interest.

(2) The issuance of competent orders directing the performance of travel.

(3) Procurement of transportation as required.

(4) Payment of, or reimbursement for, travel expenses.

3. Authority and delegation

a. The authority vested in the Commandant of the Marine Corps to issue travel orders may be delegated by him to such commanders as he deems appropriate. The authority so delegated may not be redelegated.

b. Competent travel orders are orders issued or approved by the Commandant of the Marine Corps or by commanders authorized by the Commandant of the Marine Corps to issue or approve travel orders. A travel order issued by a commander shall reference the directive which delegated the authority to issue the travel order.

c. Commanders receiving allotments from appropriated funds which are properly chargeable for travel costs, are delegated the authority to issue such temporary additional duty travel orders to members of their commands to places within and outside the continental limits of the United States as are necessary to execute the mission of the command. This delegation of authority also extends to those major Fleet Marine Force commanders who receive suballotments. Commanders receiving allotments or

suballotments may authorize subordinate commanders to issue temporary additional duty travel orders with cost of travel chargeable against these allotments or suballotments. The authority to charge travel costs against various open allotments will be specified in the publishing of such allotments and by separate directive to specified addressees.

d. Commanders who are authorized to issue travel orders may direct subordinate commanders to issue travel orders to personnel specified by name or by quota. Each travel order issued by a subordinate commander, to be competent for reimbursement purposes, must contain reference to the authority from the Commandant of the Marine Corps for the issuance of the order.

e. Travel orders may be issued in an emergency by commanders not otherwise authorized to issue travel orders. Orders so issued shall be submitted as soon as practicable for approval to the superior authorized to issue orders.

f. On certain occasions travel may be desirable from the Marine Corps viewpoint but may not be sufficiently justifiable to warrant expenditure of Marine Corps funds. Under these circumstances any commander who is authorized to issue travel orders may issue permissive orders authorizing travel at no expense to the Government. Travel performed under permissive orders must be voluntary.

4. Issuance

a. Travel orders may be issued by letter, special order, speedletter, message, telephone, or oral directive. Telephonic or oral orders must be confirmed in writing. Written travel orders must contain the complete appropriation accounting data to which the travel is chargeable.

5. Delay in reporting under orders

a. Delay is the period of time, other than proceed and travel, authorized prior to reporting under orders and is chargeable as annual leave.

(1) Delay in reporting under permanent change of station orders, in the case of officers, will be granted only by the Commandant of the Marine Corps.

(2) Delay in reporting under permanent change of station orders, in the case of enlisted personnel, may be granted by the commander who is authorized to grant the individual annual leave.

(3) Delay in reporting under temporary additional duty orders may be granted only as prescribed in current Marine Corps directives.

1330 PERSONNEL REQUESTS

1. Preference of duty station and duty

a. Correspondence expressing preference of duty station or duty is not desired unless unusual or special circumstances prevail. When permanent change of station orders are contemplated for officers and noncommissioned officers in pay grades E-5 through E-9, the preference of duty station or duty indicated on the latest fitness report received by the Commandant of the Marine Corps will be considered. Personnel in pay grades E-4 and below shall be afforded an opportunity to volunteer for quotas placed on a command by the Commandant of the Marine Corps.

2. Humanitarian transfers

a. The Commandant of the Marine Corps will consider requests by Marines for transfer to a new duty station for humanitarian reasons. The procedures for submission of these requests and the justification required for approval are outlined in the current edition of the Assignment, Classification and Travel (ACTS) Manual.

b. Humanitarian transfers will not be directed:

(1) Unless a military requirement exists for the Marine in the area he has requested.

(2) If the personal problem can be solved by an emergency leave.

1420 OFFICER PROMOTIONS

1. Authority

a. The basic authority for the promotion of Marine Corps officers is contained in the statutes of the United States as codified in Title 10, U. S. Code. The Secretary of the Navy is specifically charged with implementing the provisions of law for the promotion of all officers of the naval service. In fulfillment of this statutory responsibility and as head of the Department of the Navy, the Secretary establishes the qualifications officers must possess prior to promotion and the procedures to be followed throughout the promotion process. Marine Corps officers shall be selected and promoted only as directed by the Secretary of the Navy.

b. Selection boards to recommend officers for promotion are normally convened once each year by the Secretary of the Navy. The composition of such boards, their duties, and the names of the officers to be considered for promotion are prescribed by the Secretary.

2. Withholding promotions

a. Action toward withholding an officer's promotion should be considered only for serious cause, for example, involvement in an incident which raises doubt as to his moral integrity, adversely reflects on his professional ability, or results in his being recommended for trial by court-martial. In such cases commanders should not deliver the promotion, but report the circumstances to the Commandant of the Marine Corps.

1430 ENLISTED PROMOTIONS

1. Promotion system

a. The enlisted promotion system is designed to provide a procedure whereby enlisted personnel within each grade, and generally within each occupational field, compete for promotion to the next higher grade. The criteria to be utilized in comparing the personnel records of all eligible Marines of the same grade, as well as the procedure to be employed in the comparison, are promulgated by the Commandant of the Marine Corps.

b. Enlisted reservists on active duty will compete for promotion with enlisted personnel of the regular component. When not on active duty, enlisted reservists compete with enlisted personnel of the reserve component only.

2. Authority and responsibilities

a. Marine Corps enlisted personnel shall be selected and promoted as directed by the Commandant of the Marine Corps. Promotions may be made only to the extent that the number of personnel serving in each enlisted grade shall not exceed the number authorized by the Secretary of the Navy.

b. Selection and review boards are periodically convened by the Commandant of the Marine Corps to examine the qualifications of enlisted personnel for promotion to pay grades E-6, E-7, E-8, and E-9 and to recommend those best qualified for promotion to the next higher grade. The composition of these boards, their duties, and the names of enlisted personnel to be considered for promotion are prescribed by the Commandant of the Marine Corps.

c. The following Marine Corps and Navy commanders of enlisted Marine Corps personnel are authorized to promote such enlisted personnel to pay grades E-2, E-3, E-4, and E-5 in accordance with the qualification requirements and procedures established by the Commandant of the Marine Corps:

(1) Commanders having authority to convene special courts-martial in accordance with Article 23 of the Uniform Code of Military Justice (10 USC 823).

(2) Commanders of Marine detachments ashore.

(3) Commanders of units of the Marine Corps Organized Reserve having custody of the service records of personnel under their command.

(4) Commanding Officer, Marine Corps Reserve Forces (Class III).

(5) Commanding officers of ships to which a Marine detachment is detailed for duty.

(6) Commanders senior in the administrative chain of command to those specified above.

d. The Commandant shall prescribe qualification requirements for the promotion of enlisted personnel as necessary to maintain the high standards of proficiency, leadership, and character among enlisted grades that are required to ensure the continued combat readiness of the Marine Corps. Commanders shall ensure that all prescribed requirements have been met by personnel being considered for promotion and that all promotions are effected in accordance with the procedures established by the Commandant of the Marine Corps. Enlisted Marines shall not be promoted if, in the opinion of the commander, they are incapable of performing satisfactorily in the next higher grade even if all other requirements have been met. A commander shall withhold delivery of a certificate of appointment to pay grades E-6, E-7, E-8, and E-9 and report the circumstances to the Commandant if, in the opinion of the commander, the Marine is not qualified for promotion to that grade.

3. Restrictions on promotions

a. Restrictions on promotion to the next higher grade shall be as prescribed by the Commandant of the Marine Corps.

1450 REDUCTION IN GRADE

1. Nonpunitive reductions

a. The Commandant of the Marine Corps may reduce enlisted Marines to any grade when necessary to reduce the total number of personnel in grade, and for incompetence in accordance with procedures prescribed by him.

b. Commanding generals may, for incompetence, reduce enlisted Marines under their administrative control to the next lower pay grade in accordance with the procedures prescribed by the Commandant of the Marine Corps.

c. Any commander may, for incompetence, reduce privates first class who are under his administrative control. Procedures to be followed in effecting these reductions will be prescribed by the Commandant of the Marine Corps.

2. Reductions as nonjudicial punishment

a. Navy and Marine Corps commissioned officers who are authorized to administer nonjudicial punishment in accordance with Article 15 of the Uniform Code of Military Justice (10 USC 815) may reduce enlisted Marines under their command to the next inferior pay grade as nonjudicial punishment if the pay grade from which reduced is within the promotion authority of the commander or is within the promotion authority of an equivalent or lower command.

b. The Commandant of the Marine Corps retains promotion authority for promotion to pay grades E-9, E-8, E-7, and E-6. Reductions from these grades as nonjudicial punishment may be made only by the Commandant of the Marine Corps. Navy and Marine Corps commanders listed in paragraph 1430 have authority to promote to pay grades E-5, E-4, E-3, and E-2.

c. Statutory and regulatory provisions governing punitive reductions are contained in the Uniform Code of

Military Justice, Manual for Courts-Martial, United States, 1951, and the Manual of the Judge Advocate General. The Bureau of Naval Personnel Manual contains supplementary and implementing provisions regarding punitive reductions of enlisted Navy personnel. The Marine Corps Personnel Manual contains personnel procedures to be followed in effecting reductions of Marines.

1500 TRAINING

1. Purpose and responsibility

a. The purpose of all Marine Corps training is the development of skilled forces-in-readiness prepared at all times to carry out any mission which may be assigned. This requires the attainment and maintenance of pride and self-confidence, leadership, moral integrity, discipline, physical fitness, technical proficiency, initiative, adaptability, teamwork, tactical proficiency, and full acceptance of individual responsibility.

b. The responsibility for both individual and unit training is vested in the commander. He shall ensure that all training is responsive to Marine Corps requirements and is progressive, practical, and challenging to the individual and the unit concerned. Training will be accomplished primarily by the employment of resources organic to the unit. Emphasis will be placed on the indoctrination of junior leaders in proper methods of training and instruction.

2. Primary types of individual training

a. Formal schools training consists of all training conducted at schools or courses for which quotas are established by the Commandant of the Marine Corps.

b. Commanders training consists of all training of individuals conducted under the direction of the unit commander, including unit schools and on-the-job or apprentice-type training.

3. Navy personnel

a. Technical training for Navy personnel shall be conducted as prescribed by the chief of the cognizant bureau or office of the Navy Department.

b. Training other than technical, required to meet the operational needs of the Marine Corps or of a particular command, shall be prescribed by the Commandant of the Marine Corps or the unit commander, as appropriate.

4. Physical conditioning

a. Male Marines and Navy personnel serving with the Marine Corps shall keep themselves in a condition of physical readiness adequate to perform all duties in the field. Personnel assigned duties which involve limited physical activity shall devote special effort toward maintaining a satisfactory physical fitness.

b. Commanders are responsible for the physical conditioning of personnel under their command.

(1) Commanders shall emphasize field training, marching, organized athletics, calisthenics, and swimming for male personnel.

(2) Physical conditioning programs for Women Marines shall be restricted to those physical activities suitable for women and shall emphasize those which will not only improve health but will develop poise, posture, and personal appearance.

(3) Commanders will undertake to qualify all members of their commands as swimmers where local facilities permit.

(4) Commanders shall ensure individual participation in suitable physical conditioning activities for individuals whose grade and duties limit participation in unit physical conditioning programs.

1510 ENLISTED TRAINING

1. Basic military training for male Marines

a. The purpose of basic military training for male Marines is to instill in them the elementary military knowledge necessary for service with a Fleet Marine Force unit in the field. Every male Marine shall be trained in the effective employment of individual infantry weapons, in fundamental combat principles, and in the employment of individual protective measures necessary to reduce the effectiveness of enemy action, and ensure success in battle. It is upon this foundation that further Marine Corps training is based.

b. The basic training of enlisted Marines shall be accomplished in recruit and individual combat training. All enlistees, including Marine Corps reservists who have not previously completed recruit training and enlistees with prior experience in another service or the reserve of another service, shall undergo basic military training upon reporting for active duty.

(1) Recruit training serves to indoctrinate the recruit in the fundamentals of service in the Marine Corps. It includes the development of discipline, physical fitness, pride, a sense of individual responsibility and moral integrity, and love of Corps and Country.

(2) Individual combat training provides recruit training graduates with the principles of combat for individual infantrymen with primary emphasis on field training and the firing of weapons common to an assault rifle squad.

2. Basic military training for Women Marines

a. The purpose of basic military training for Women Marines is to prepare them for service with a non-Fleet Marine Force unit.

b. The basic military training of all enlisted Women Marines shall be accomplished in recruit and general office procedure training. All women enlistees, including Marine Corps reservists who have not previously completed recruit training and women with prior experience in another service or in the reserve of another service, shall undergo basic military training upon reporting for active duty.

(1) Recruit training serves to orient the recruit in her role as a Marine and to indoctrinate her in the fundamentals of service in the Marine Corps to include the development of discipline, physical fitness, pride, a sense of individual responsibility and moral integrity, and love of Corps and Country.

(2) Basic training in general office procedure provides women enlistees with knowledge of typing and general office methods.

3. Career training

a. Every Marine throughout his career is obligated to improve his knowledge of military skills in order to meet the increased responsibilities placed upon him by the Marine Corps.

b. Commanders shall continually monitor the state of training in general military subjects and technical fields within their commands. They shall ensure that adequate training programs are developed to attain the level of training required by the mission assigned to the unit. Such programs shall be based on:

(1) Training requirements in general military subjects as prescribed by the Commandant of the Marine Corps.

(2) Specific specialist training objectives required to meet the knowledge and skill requirements for each grade and military occupational specialty.

c. The Commandant of the Marine Corps provides correspondence courses in technical and military skills which may be used to augment, but not to replace, commanders' training.

d. The Commandant of the Marine Corps provides formal schools training at Marine Corps schools, schools of other services, and at civilian schools. Formal schools training is provided when technical training requirements exceed unit training capability, when such training is manifestly more practical than commanders' training, or to provide qualified instructors for commanders' training. Formal schools training is concentrated on career Marines.

e. Commanders shall encourage male staff noncommissioned officers to complete the Officers Basic Extension Course in order that they may be better prepared for the proper discharge of their responsibilities.

1520 OFFICER EDUCATION, PHILOSOPHY AND CONCEPT

1. Philosophy of Marine Corps officer education program

a. Officer education is based on the philosophy that in order for the Marine Corps to meet successfully the challenges it faces as the Nation's amphibious force-in-readiness, it must provide professional, general and technical education for its officers that will enable them to cope effectively with the wide range of problems with which they can expect to be confronted in succeedingly higher grades.

b. It is incumbent upon each officer to prepare himself, through professional reading and self-study, for assignments of increasing responsibility and attendance at appropriate level professional schools.

2. Concept of Marine Corps officer education program

a. This concept embraces the development of Marine officers from precommissioning evaluation through service in the grade of colonel. It combines professional, general and technical education, and assignment to achieve the dual goals of individual development and satisfactory billet performance.

(1) Professional schooling. Amphibious warfare, leadership and the management of resources are emphasized continuously throughout the Marine Corps professional schools.

(a) Basic level schooling. Upon commissioning and initial assignment to active duty, each unrestricted commissioned officer will be assigned to the Officers Basic Course. The Basic Course will train the newly commissioned unrestricted officer for company grade duties at sea and in the field. During periods when the Commandant of the Marine Corps authorizes exemptions for certain categories of officers in order to maintain operational readiness, such officers will be required to complete the Officers Basic Extension Course.

(b) Intermediate level schooling (captains and majors). The primary focus of intermediate level schooling will be operational, emphasizing the command and staff functions necessary to integrate all combat elements into an effective amphibious unit. Professional schools at this level include the Amphibious Warfare and Communication Officer Courses, intermediate schools of other Services and Marine Corps Amphibious Warfare School Extension Course (MCAWSEC). Completion of the Basic Course or the Basic Extension Course is normally a minimum prerequisite for attendance at one of these schools.

(c) High level schooling (majors and lieutenant colonels). At the high level of professional education, the focus is upon operational problems of a joint nature and upon the strategic rationale for the existence and deployment of forces. Formal schools at the high level include the Marine Corps Command and Staff College, where the emphasis is on force-in-readiness

operations of the Marine Air/Ground Task Force, the high level schools of the other Services, the Armed Forces Staff College and the Command and Staff College Extension Course. Completion of an intermediate level school or the Marine Corps Amphibious Warfare School Extension Course (MCAWSEC) is normally a prerequisite for assignment to a high level school.

(d) Top level schooling. Officers in the grade of colonel and lieutenant colonel are prepared for command and staff assignments at the highest level by assignment to the Navy, Army and Air Force War Colleges, other U.S. and foreign nation top level schools. Officers are selected for these schools by board action.

(e) All qualified officers will attend professional intermediate and high level schools at appropriate ranks, facilities and operational commitments, permitting. Completion of the extension course of a school at a given level will not preclude subsequent assignment to a resident course at that level. Officers who are assigned to a professional school of another Service or nation at the intermediate or high level will complete those extension subcourses of the Marine Corps school at that level which deals with amphibious tactics and techniques and the Marine Air/Ground concept. Those officers attending a graduate level resident course at the Naval Postgraduate School or a civilian institution who do not attend a Service school will normally be expected to complete the extension course at the appropriate level.

(2) General education

(a) Baccalaureate level. Unrestricted Marine officers will be procured from a variety of sources. Irrespective of the source, each unrestricted officer not possessing a baccalaureate degree upon commissioning is encouraged to exert every reasonable effort toward obtaining such a degree. Toward this end, the Marine Corps offers the College Degree Program to provide selected officers the opportunity to complete their studies in residence at an appropriate civilian degree-granting institution.

(b) Postgraduate level. The Advanced Degree Program is available for highly qualified officers to pursue studies leading to postgraduate degrees in specified academic disciplines.

(3) Technical education training. Technical education and training will be provided as necessary to qualify officers for specific billet assignments. This education/training may be provided within professional schools, in separate resident or correspondence courses, or as on-the-job training. The Special Education Program will provide to those officers, selected by board action, the postgraduate level training necessary for satisfactory performance in billets requiring special educational qualifications.

(4) Field grade officer refresher training. All field grade officers upon reporting for duty in the Fleet Marine Force will be afforded such refresher training as is deemed appropriate by the Fleet Marine Force commander concerned.

1530 OFFICER CANDIDATE TRAINING

1. Purpose and scope

a. Officer candidate training is conducted to:

(1) Screen officer candidates to determine if they possess the emotional, physical, and academic qualifications, as well as the leadership potential, required for appointment to commissioned grade in the Marine Corps.

(2) Prepare qualified officer candidates for appointment to commissioned grade.

b. Both ground and aviation officer candidates shall receive officer candidate training. Officer candidate training consists of Platoon Leaders Courses (both ground and aviation), Officer Candidate Courses (both ground and aviation), Naval Reserve Officer Training Courses, Marine Aviation Cadet training, or Women Officers Training Classes.

1550 MILITARY CORRESPONDENCE COURSES

1. Policies

a. The Commandant of the Marine Corps makes military correspondence courses available to Marines as a means of enabling them to improve their basic military and specialist qualifications and to broaden their general professional knowledge.

b. The Director, Marine Corps Institute shall provide:

(1) Correspondence courses designed to complement the formal schools technical training program.

(2) Correspondence courses which contribute to the improvement of military proficiency.

(3) Assistance to unit commanders in conducting training in certain technical subjects.

(4) Instructional aids for certain special training programs.

c. The Commanding General, Marine Corps Development and Education Command shall provide correspondence courses which parallel resident instruction in the Basic Course, Amphibious Warfare Course, Command and Staff Course, and Communication Officers Course.

d. Correspondence courses shall not be used as the primary means of individual training. They may be used to supplement the commanders training program.

1560 GENERAL EDUCATION

1. Policies

a. Marines who desire to broaden their general educational background shall be encouraged and aided to do so to the maximum extent possible commensurate with military commitments. Individuals shall be afforded every opportunity to raise their educational level and enhance their value to their country, the Marine Corps, and themselves. It is desirable that officers attain a minimum level of a baccalaureate degree and enlisted personnel a high school diploma.

b. An educational program shall be established by all commanders to aid individual Marines in furthering their general education. These programs shall generally provide for:

(1) The opportunity for personnel to study courses or to take tests

of an academic and a technical or vocational nature on the elementary, secondary, or college level.

(2) The designation of an officer as the education officer in organizations down to and including the battalion and squadron level. Separate administrative commands shall also designate an education officer.

(3) Guidance to assist individuals in contacting school authorities regarding educational matters.

(4) Assistance in furnishing school authorities with service school transcripts.

(5) Counseling of individuals regarding courses or tests which may be required to attain the desired educational level.

c. Commanders shall provide appropriate recognition of individual educational achievement by formal presentations of certificates or by official correspondence.

2. Academic credit for military courses

a. High school or college credits may be obtained as a result of successful completion of certain formal schools or other training courses conducted by the Marine Corps. The determination of the credit value of such courses is made by individual educational institutions. The Commission on Accreditation of Service Experiences of the American Council of Education evaluates military schools and courses and makes recommendations to educational institutions concerning their academic credit value.

b. Commanders who conduct training courses of 3 weeks or more in length with a minimum of 30 hours instruction per week, shall forward copies of each syllabus to the Commandant of the Marine Corps on a continuing basis for evaluation.

1570 INACTIVE DUTY TRAINING

1. Definition

a. Inactive duty training is duty or training prescribed for reservists and performed while not on active duty or active duty for training.

b. Inactive duty training includes regular drills, equivalent instruction or duty, administrative duty, associate duty, appropriate duty, approved correspondence courses, and volunteer training unit participation.

2. Responsibility

a. Participation in and conduct of inactive duty training programs shall be only as authorized or directed by the Commandant of the Marine Corps. Specific responsibility for implementation and administration of such programs shall be as follows:

(1) Inactive duty training conducted by or in connection with an Organized Marine Corps Reserve unit or a Marine Corps Reserve volunteer training unit, shall be the responsibility of the commanding officer of the unit. For aviation reserve units, such responsibility shall be exercised under the supervision and control of the Commander, Marine Air Reserve Training. For ground reserve units, such responsibility shall be exercised under the supervision and control of the director of the Marine Corps reserve and recruitment district or the Marine Corps reserve district in which the unit is located.

(2) All other inactive duty training programs shall be implemented and administered by the Commander, Marine Air Reserve Training and the directors of the Marine Corps reserve district and Marine Corps reserve and recruitment districts.

b. Marine Corps reservists may be authorized to perform inactive duty training with or under the cognizance

of an organization of the Regular Establishment, as authorized or directed by the Commandant of the Marine Corps. During the course of such training, reservists so assigned shall be subject to the supervision, direction, and control of the commander of the organization with which the training or duty is performed.

c. Marine Corps reservists may participate in inactive duty training with regular and reserve organizations of other military services and with certain other agencies. Assignment of personnel to such training shall be only as authorized or directed by the Commandant of the Marine Corps, and such assignments must be concurred in by the service or agency with which the training or duty is to be performed. Responsibility for the conduct of such inactive duty training and for the direction, supervision, and control of Marine Corps reservists assigned thereto, shall be as stipulated by the service or agency with which the training or duty is performed.

d. When so authorized or directed by competent authority members of the reserve components of other military services may participate in inactive duty training with regular or reserve organizations of the Marine Corps. The commander of the organization with which such training or duty is performed shall be responsible for the conduct of the training, and for the direction, supervision, and control of reservists assigned thereto.

1571 ACTIVE DUTY FOR TRAINING

1. Definition

a. Active duty for training means full-time duty for training purposes in the active military service of the United States.

b. Active duty for training includes annual training duty, individual tours of active duty for training, and repeated training duty.

2. Annual training duty

a. Annual training duty by Organized Marine Corps Reserve units shall be conducted only in accordance with such training programs, at such places, and during such times as the Commandant of the Marine Corps may authorize or direct.

(1) During the course of annual training duty at regular Marine Corps activities, Organized Marine Corps Reserve units shall be given such assistance, and shall be subject to such direction, supervision, and control by the commander of the activity to which assigned, as may be specified by the Commandant of the Marine Corps.

(2) A member of a reserve component of another military service may perform annual training duty with an Organized Marine Corps Reserve unit provided he is a full-time member specifically assigned to a table of organization billet in the unit with which he desires to perform such duty. Orders must be issued by the reservist's own service, and reservists so assigned shall be subject to the same direction, supervision, and control as Marine Corps reservists who are members of the unit.

(3) Marine Corps reservists who are serving with reserve components of the other military services or with certain other agencies, may be issued orders to perform annual training duty with the organization to which attached. These orders shall be issued only by the Commandant of the Marine Corps or by a subordinate commander who has been specifically authorized by the Commandant to issue such orders. During performance of annual training duty with a non-Marine Corps organization, a Marine Corps reservist shall be subject to such direction, supervision, and control as may be stipulated by the service or agency with which he is performing duty.

3. Individual training tours

a. Marine Corps reservists and members of the reserve components

of the other military services may be authorized or directed to perform individual tours of active duty for training at or with activities of the Regular or Reserve Establishments of the Marine Corps. Orders to perform such training must be issued by competent authority. The supervision, direction, and control of reservists during the performance of such training shall be as authorized or directed by the Commandant of the Marine Corps.

b. Marine Corps reservists may perform individual tours of active duty for training with Regular and Reserve Establishments of other military services and with certain other agencies. Assignment of personnel for training shall be only as authorized or directed by the Commandant of the Marine Corps, and must be concurred in by the service or agency with which the training is to be performed. Responsibility for the conduct of such training and for the direction, supervision, and control of Marine Corps reservists assigned thereto, shall be as stipulated by the service or agency with which the training is performed.

4. Repeated training duty

a. The Commandant of the Marine Corps designates those specific duties for which repeated training duty orders may be issued. Such orders may be issued to Marine Corps reservists only as authorized or directed by the Commandant of the Marine Corps.

b. When so authorized or directed by competent authority, members of the reserve components of other military services may participate in repeated training duty with regular or reserve organizations of the Marine Corps. The commander of the organization with which the training or duty is performed shall be responsible for the conduct of the training, and for the direction, supervision, and control of reservists assigned thereto.

1580 INTERSERVICE TRAINING

1. Scope and purpose

a. The Commandant of the Marine Corps procures quotas for and assigns officer and enlisted personnel to certain schools conducted by the Army, Navy, and Air Force. The Commandant also, by agreement with the other military services, assigns officers and enlisted personnel to duty as members of the staffs of these schools and to duty with designated staffs and operational units of the other services.

b. These assignments are made to:

(1) Broaden the professional knowledge of Marines.

(2) Permit exchange of ideas between Marines and personnel of other military services.

(3) Provide training and experience for duty on joint staffs.

(4) Obtain training not available at Marine Corps facilities.

1610 PERFORMANCE AND CONDUCT

1. Standards

a. United States Marines are characterized by exceptionally high standards of performance and conduct which reflect unswerving loyalty to the nation, devout attention to duty, and gentlemanly demeanor. All Marines are expected to maintain these standards in the performance of their duties and the conduct of their personal affairs. Failure to achieve and maintain these standards marks an individual as unfit for promotion or retention in the Marine Corps.

2. Code of Conduct

a. The Code of Conduct for Members of the Armed Forces of the United States prescribed by the Commander in Chief of the Armed Forces of the United States contains the basic standards for individual behavior and performance during combat or captivity. Every Marine is expected to adhere to these standards and, in addition, to exert all possible efforts to influence others to adhere to the Code.

b. Commanders shall provide specific training and instructions to all

members of their commands to ensure understanding of the reasons behind the Code of Conduct, and to ensure complete familiarity with the standards embodied in the Code.

3. Fitness reports

a. Fitness reports are the principal record of a Marine's performance and conduct. They are vital in determining assignments to duty and in selection for promotion. Reporting seniors must realize their significance and shall exercise utmost care and thoroughness in completing them. Fitness reports represent:

(1) A documentary outline of an individual's past assignments.

(2) An evaluation of an individual's past performance and conduct.

(3) Recommendations and comments decisive in the career of the individual.

b. In no instance will an officer be reported on by an officer who is junior to him. When an officer has reported for duty to an officer who is junior to him, his fitness reports will be completed by the first officer in the chain of command who is senior to him.

c. Fitness reports shall not be submitted by a reporting senior whose relief is occasioned by alleged misconduct or unsatisfactory performance of duty. Under such circumstances, the fitness reports submitted upon the relief of the reporting senior shall be completed by the officer next senior in the chain of command.

d. Other instructions governing the preparation and submission of fitness reports are found in U. S. Navy Regulations and Marine Corps directives.

4. Payment of debts, paternity of illegitimate children, and support of dependents

a. All Marines have a moral and legal responsibility to support their dependents and to liquidate their financial obligations in a timely manner. Failure by a Marine to discharge these responsibilities is a reflection on the entire Marine Corps and shall not be condoned.

b. Commanders shall indoctrinate and counsel all members of their command on matters of this nature. Such instructions shall be directed towards educating the individual as to the adverse effects on his career and position in society should he overextend his ability to pay his debts or fail to support his dependents.

c. Commanders shall carefully investigate all complaints against their personnel which allege indebtedness, failure to provide for the support of dependents, and paternity of illegitimate children. The aim of these investigations is to establish the facts so that corrective or disciplinary action may be taken when Marine Corps personnel reflect discredit upon the service.

d. Every individual against whom a complaint is made shall be advised fully of the nature and content of such complaint and shall be afforded an opportunity to submit a statement in connection therewith.

e. Each complaint received shall be promptly acknowledged and the complaining person specifically advised in accordance with the instructions set forth in Marine Corps directives.

5. Absentees and deserters

a. Unauthorized absence as used in this manual is that period during which an individual is absent from military control without proper authority. It does not include those periods of time during which a person is absent from his place of duty but remains under military control. Unauthorized absence as used in this manual commences with an unauthorized departure from a unit or organization, a failure to return upon expiration of leave or liberty, or a

failure to report under valid orders. It terminates upon return to military control or upon apprehension by civil authorities on behalf of military authorities.

(1) This definition is for purposes of administrative application only. It does not constitute a legal determination for purposes of punishment. The offense of absence without leave is defined in Article 86, Uniform Code of Military Justice (10 USC 886), the Manual for Courts-Martial, United States, 1969 (Rev), and pertinent judicial decisions.

b. The term "absentee" shall be used to denote those persons in an unauthorized absence status who have not been declared deserters.

c. The term "deserter" shall be used to denote those persons who have been administratively declared a deserter.

d. A "mark of desertion" is an entry made in the service record book of a Marine. It is an administrative determination that an individual has deserted and does not constitute a legal determination of desertion for purposes of punishment. The fact of entry of a mark of desertion does not preclude trial by court-martial or imposition of nonjudicial punishment on the charges of absence without leave or missing movement, or waiving disciplinary action on the absence which resulted in a mark of desertion being entered in the service record book.

e. The following policies regarding absentees and deserters are applicable:

(1) Absentees will ordinarily be carried on the rolls of their respective permanent duty organization during the first 30 days of absence.

(2) On the 31st day of absence, or the first working day thereafter, an absentee will be declared a deserter unless it is apparent there is no intent to desert, such as being in custody of civil authorities.

(3) Absentees shall be declared deserters at any time during the first 30 days of absence when one or more of the following conditions exist:

(a) The intent to remain away permanently is evident from circumstances surrounding the absence.

(b) The absence was apparently entered into to avoid hazardous duty or to shirk important service, as defined in the Manual for Courts-Martial, United States, 1969 (Rev).

(c) It is known that the individual without being regularly separated has enlisted or accepted appointment in another Armed Force or has entered a foreign armed service in violation of the Uniform Code of Military Justice.

(d) The individual has gone to, or remains in any foreign country and while in such foreign country has requested or applied for, or accepted any type of asylum or residence permit from such country, or any governmental agency thereof.

(e) The absentee possesses classified knowledge or information of value to a foreign power and there is reason to believe that he is a security risk.

(f) An individual escapes from confinement or his guard or absents himself while in a restricted or arrest status awaiting investigation of a serious offense.

(g) The individual fails to report to his parent organization in compliance with stragglers orders issued subsequent to a period of absence without leave.

1620 DISCIPLINE

1. Responsibilities

a. The maintenance of discipline and the application of corrective and punitive measures provided by law are

command responsibilities. The authority of commanders in these matters shall not be delegated to persons not in command.

b. Each officer and noncommissioned officer shall contribute to the maintenance of discipline by personal example of behavior and performance, and by personal supervision of the men under his charge. He shall continually endeavor to develop in the individual Marine a state of discipline which will assure satisfactory battlefield performance. Sound principles of command and leadership are the chief requisites for attainment of a high state of efficiency and discipline. These include the use of nonpunitive measures of correction and instruction described in paragraph 128c, Manual for Courts-Martial, United States, 1969 (Rev).

c. Punitive measures shall not be resorted to unless necessary to protect the rights of individuals, the Government, or the standards of the Marine Corps.

2. Investigation of the state of discipline

a. When the burden of administering discipline affects the accomplishment of an activity's mission, an investigation of the state of discipline shall be initiated. This investigation may be ordered by the commanding officer or officer in charge of the activity, or by any superior commander in the chain of command. The investigation shall specifically inquire into:

(1) The state of individual and unit training.

(2) Command and personnel management procedures, to include practices in the application of the principles of leadership by officers and noncommissioned officers.

(3) The adequacy of personnel as to total numbers and abilities.

(4) Any local or special matters affecting the state of discipline.

b. The report of investigation shall be transmitted to the Commandant of the Marine Corps via the chain of command. The officer ordering the investigation and each reviewing officer shall include in his forwarding letter or endorsement a report of corrective action taken and recommendations, if appropriate, for further action by higher authority.

1630 SHORE PATROL AND MILITARY POLICE

1. Responsibility

a. The Secretary of the Navy has assigned responsibility to the commandants of naval districts and river commands for coordinating shore patrol and armed forces police activities within their territorial jurisdictions. In other areas the senior officer present has these responsibilities.

b. Commanders of Marine Corps activities shall establish shore patrols and off-post military police patrols in accordance with the instructions of the responsible commandant or senior officer present.

2. Assignment

a. Commanders are authorized to assign personnel to military police and shore patrol duty as requested by the officer responsible for coordinating these activities. This assignment will be effected by written orders prepared and issued in accordance with the instructions contained in Marine Corps directives.

3. Authority over military personnel

a. Military police, shore patrols, air police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary in the case of any member of the Armed Forces who is guilty of committing a breach

of the peace, disorderly conduct, or any other offense which reflects discredit upon the services. Personnel on leave or liberty are subject to this authority.

1640 CONFINEMENT

1. Regulatory instructions

a. The basic rules governing restraint and confinement are set forth in the Manual for Courts-Martial, United States, 1969 (Rev), and U.S. Navy Regulations.

b. The Corrections Manual sets forth the basic standards, regulations, and procedures for the operation of Navy and Marine Corps brigs.

c. Noncommissioned officers accused of offenses should not ordinarily be confined unless the offenses with

which they are charged are punishable by reduction to the lowest enlisted grade. Exceptions to this rule are authorized when confinement is deemed necessary because of aggravating circumstances or to assure the presence of the individual.

2. Designation of places of confinement

a. Designation of places of confinement for courts-martial prisoners is governed by the Manual for Courts-Martial, United States, 1969 (Rev), and periodic directives issued jointly by the Chief of Naval Personnel and the Commandant of the Marine Corps.

3. Apprehension, search, and confinement of women

a. Regulations regarding apprehension, arrest, restriction, and confinement provided for male personnel are applicable to women except as otherwise stated herein.

b. In restraining women, physical contact will normally be avoided. In apprehension, only such force as is necessary may be used.

c. Only another woman of appropriate status is authorized to search women personnel. Male apprehending authorities may, however, search the offender's handbag, overcoat, or luggage if, under the circumstances, such search is reasonable and proper. When available, the presence of a woman officer or noncommissioned officer will be requested at the apprehension of an enlisted woman.

d. Brigs, guardhouses, and other confinement facilities normally used for male personnel, will not be used for the custody of women. When physical custody of a woman is necessary, disposition will normally be as follows:

(1) The woman will be placed immediately in the custody of the commander of the nearest Marine Corps activity where there is adequate housing and supervision for women.

(2) If no such activity is within reasonable distance, request for assumption of temporary custody will be made to the nearest organization of the Armed Forces where women personnel are housed.

(3) If subparagraphs (1) and (2) are not applicable, delivery will be made to the proper civilian authorities having suitable custodial facilities for women.

e. When temporary detention under guard is necessary to ensure the presence of a woman to answer charges, to await trial, or to ensure her safekeeping, the place of detention shall be determined by the commander. The place designated by the commander shall be one which will provide not only for the woman's security, but also for her health and comfort.

1650 AWARDS

1. Scope

a. Awards encompass all decorations, medals, ribbons, commendations, battle streamers, miscellaneous badges and insignia, and other forms of public recognition merited by Marines and Marine Corps units.

2. Purpose

a. Awards are authorized for the purpose of giving public recognition for acts of heroism performed, and outstanding services rendered, which are above and beyond that normally expected, and which distinguish the individual or unit among those performing similar acts or services; to denote participation in a campaign, war, national emergency, or expedition; or to denote service requirements fulfilled in a creditable manner while a member of the naval service.

3. Administration

a. Awards for Marines and Marine Corps units are administered by the Secretary of the Navy, and by the

Commandant of the Marine Corps at the direction of the Secretary of the Navy.

b. The Commandant of the Marine Corps may make or authorize the making of awards which are not specifically controlled by the Secretary of the Navy. These include certificates of commendation, letters of appreciation and meritorious mast.

4. Awards by other military services

a. A Marine serving with another military service may accept an award presented by that service provided he has not previously received an award for the same act.

5. Foreign awards

a. No Marine shall without the consent of Congress accept any award from a foreign government.

b. A Marine may participate in a formal presentation ceremony at the invitation of a foreign nation and receive the tender of an award. Such receipt does not constitute an acceptance. This permission does not apply to persons performing duty in connection with the Military Assistance Program unless the award is in recognition of actual combat services or heroism in the saving of life.

c. An award tendered to a Marine by a foreign government shall be forwarded by him to the Commandant of the Marine Corps with a statement explaining the circumstances of its tender. The Commandant will initiate procedures to obtain consent from the Congress for the Marine to accept the award.

6. Regulations

a. Detailed instructions pertaining to the recommending, processing, making, and presentation of awards is contained in the Navy-Marine Corps Awards Manual and Marine Corps directives.

b. Instructions pertaining to the wearing and display of awards or emblems of awards are contained in the Marine Corps Uniform Regulations and Marine Corps Flag Regulations.

1700 MORALE, WELFARE AND RECREATIONAL ACTIVITIES

1. Policy

a. It is the policy of the Marine Corps to promote and to provide a well-rounded morale, welfare and recreational program to ensure the mental and physical well-being of its personnel. Free-time facilities are provided, operated and maintained with financial support tendered by the Federal Government. Nonappropriated funds and private funds are used to supplement the cost of programs using these facilities.

2. Organization

a. Morale, welfare and recreational activities for Marine Corps military personnel will be organized into one of the following categories:

(1) Clubs and messes

(a) The primary activity for social recreation will be the clubs and messes for various grades. (See par. 1746.)

(2) Marine Corps exchanges

(a) The primary resale activity of Marine Corps installations will be Marine Corps exchanges. Normally Marine Corps exchanges will manage those morale, welfare and recreation facilities and services that are open to all eligible personnel as a convenience and are operated for a reasonable profit. (See par. 4066.)

(3) Special services

(a) Marine Corps special services will manage those facilities, services or programs that:

1. Are open to all eligible personnel;

2. Are essential to the conduct of a well-rounded morale, welfare and recreational program;

3. Receive nonappropriated fund support from the Recreation Fund; and

4. Are not operated for a profit.

(4) Miscellaneous nonappropriated funds

(a) Morale, welfare and recreational activities that are essential to a well-rounded program but due to their nature, area of interest or organization have a restricted or limited membership will be organized as miscellaneous nonappropriated fund activities. (See par. 7010.12.)

(5) Private organizations

(a) Certain morale, welfare and recreational activities can only be operated as private organizations. In general, private organizations meet one of the following criteria:

1. Branches or chapters of national organizations.

2. Charitable or welfare organizations. (See pars. 5760 and 7010.1d.)

3. Personal services organizations such as banks, credit unions and employee unions.

4. Civic, social and fraternal organizations. (See par. 5760.)

1701 REQUEST MAST

1. Command responsibility

a. Commanding Generals, Commanding Officers, Directors of Marine Corps Districts, Inspector-Instructors and Noncommissioned Officers in Charge are directed to publish and make available to all personnel within their respective commands the procedure to be followed for the hearing of requests, reports, or statements at request mast. This procedure will include:

(1) The time, both as to hour and date, and the specific place where request mast will be held.

(2) An explanation as to the commanders before whom the individual has a right to appear at request mast and those before whom he may request to appear as outlined in paragraph 2, below.

(3) A step by step outline of the procedures to be taken by a person desiring to appear at request mast, including identification by billet, of the individual whom the person must contact initially to arrange for appearance at request mast.

(4) A statement that if the individual so desires, he does not have to state his problem, either orally or in writing, to anyone in the chain of command except the officer before whom he wishes to appear at request mast.

(5) Instructions that all commanders in the chain of command below the commander before whom the requester desires to appear, must forward the request without delay, by the most expeditious means.

(6) A statement that personnel availing themselves of the right of request mast in good faith may do so without fear of prejudice to their interests.

b. Commanders listed in paragraph 1a, above, will conduct request mast at least twice monthly on a scheduled basis to hear cases of routine nature. Such cases, in any event will not be delayed more than 15 days prior to a hearing. Additionally, commanders and others listed in paragraph 1a, above, will promulgate procedures for determining and hearing cases of emergency nature at the earliest practical

time but, in any case, within 72 hours of the time of request.

2. Individual rights concerning request mast

a. Article 1244.1, U.S. Navy Regulations, authorizes direct communication with the commanding officer and prohibits the denial or restriction of the right of any person in the Naval Service to communicate with the commanding officer at a proper time and place.

b. In addition to the above any Marine has the right to request mast with commanders up to and including a commanding general within the chain of command at the same base or immediate geographical location.

c. Although an individual may be granted the privilege of forwarding an application for request mast with higher commanders (i.e., the Commandant of the Marine Corps, Secretary of the Navy), he has no vested right to request mast with such higher commander.

1710 SPECIAL SERVICES

1. Purpose and scope

a. Marine Corps special services provide recreational and athletic activities for the benefit of Marines and their dependents.

(1) Recreational activities are provided to improve the mental, moral, and physical well-being of Marine Corps personnel and their dependents by encouraging voluntary participation in recreational activities of sufficient diversity to appeal to the preferences and interests of all.

(2) Athletic activities are provided primarily to offer an opportunity for active participation by all military personnel in some form of sport to promote physical fitness and esprit de corps, and to develop individual leadership, aggressiveness, and confidence. Commanders may authorize the use of athletic facilities by dependents when such use does not preclude their utilization for the primary purpose stated above.

2. Responsibilities

a. Commanders are responsible for the establishment, operation, and support of special services programs designed to provide for participation of the maximum number of personnel.

3. Funding

a. The costs of special services programs will be defrayed by appropriated funds to the extent and for the purpose that they are made available. When appropriations are not sufficient to meet the needs of the special services program nonappropriated funds may be used to supplement them. (See par. 7010.)

1720 NEWSPAPERS, RADIO, AND TELEVISION

1. Unit newspapers

a. Commanders are authorized to publish unit newspapers to promote the efficiency and welfare of the personnel of their commands when other available unit newspapers do not adequately satisfy their requirements. Only one unit newspaper may be published at a Marine Corps installation. It will serve the needs of both the supporting establishment and such elements of the operating forces as are located thereat. If circumstances warrant, specific authorization may be granted by the Commandant of the Marine Corps to deviate from this policy.

2. Radio and television

a. Commanders may be authorized to establish and operate radio broadcasting and visual telecasting stations in overseas areas where local English language outlets are nonexistent or inadequate. In addition, booster stations may be authorized in remote areas of the United States.

b. Authority to approve the establishment of such stations has been retained by the Secretary of Defense. Requests shall be submitted to the Commandant of the Marine Corps for appropriate action.

3. Commercial periodicals and newspapers

a. Commanders are authorized to purchase commercial periodicals and newspapers in accordance with instructions promulgated annually by Marine Corps directives. Normally, such purchases are made with appropriated funds; however, recreation funds may be used for such purposes if required.

4. Responsibilities

a. Commanders shall ensure that all material appearing in unit newspapers or broadcast over radio and television stations conforms to generally accepted standards of good taste and is in accordance with regulations and policies of the Commandant of the Marine Corps or higher authority.

1730 CHAPLAINS AND RELIGIOUS AFFAIRS

1. Religious program

a. The religious program is an official and integral part of the operation of an installation or unit within the Marine Corps. Responsibility for this program rests with each command. This responsibility not only ensures that there will be divine services as prescribed by Navy Regulations but also includes the responsibility of providing logistic support for religious programs and for the chaplains assigned to each command.

2. Observance of Sunday

a. Except by reason of necessity, or in the interest of the welfare and morale of the command, the performance of work by Marines shall not be required on Sunday. Marines whose religious faith requires them to observe some day other than Sunday as their Sabbath are entitled to respect for their religious convictions. To the extent that military conditions permit, personnel who celebrate the Sabbath on a day other than Sunday shall be excused from duty on that day to the same extent that other Marines are excused on Sunday. Persons so excused may be required to perform duty on Sunday.

b. Divine services shall be conducted on Sunday if possible. When there is no chaplain attached to the command, the commander shall engage the services of any military chaplain who may be available. If no chaplain is available he shall when practicable arrange for the services of a civilian clergyman in keeping with current Department of the Navy directives concerning the employment of auxiliary chaplains. Commanders may appoint lay leaders to conduct divine services

or to supplement the ministry of assigned chaplains in accordance with the Navy Chaplains Manual.

c. Marines shall be encouraged to attend religious services, but it should be understood that attendance is voluntary.

3. Chaplains

a. Officers of the Chaplain Corps are assigned to duty with the Marine Corps by the Chief of Naval Personnel. Chaplains of various denominations are assigned to major Marine commands to provide the broadest religious ministry possible to all personnel and to their dependents. Denominational background, special training, and particular skills shall be carefully considered in the assignment and utilization of chaplains. Subordinate commanders will share the services of chaplains assigned to their unit as required in order to provide the maximum religious ministry for all personnel and dependents of the major command.

b. The senior officer of the Chaplain Corps assigned to a Marine Corps command shall be designated the staff chaplain to advise the commander on moral and religious matters, and of the religious customs and institutions which members of the command should respect during visits to foreign countries. The staff chaplain provides supervision for chaplains assigned to the command in matters relating to the professional performance of their duties. This includes advising and counseling chaplains concerning their religious programs, observing their performance, and providing training to maintain and improve the effectiveness of chaplains as clergymen. He shall perform his duties as prescribed by United States Navy Regulations; the Chaplains' Manual; FMFM 3-1, Command and Staff Action, and his commanding officer.

c. The senior chaplain at Headquarters, United States Marine Corps, shall be designated The Chaplain, United States Marine Corps, to advise the Commandant and staff agencies on all matters pertaining to religious activities in the Marine Corps.

d. A chaplain is assigned to a Marine Corps command as a clergyman of his individual religious faith. He is expected to continue his ministry and religious stewardship in the spirit and tenets of the church in which he is ordained. Each chaplain shall, therefore, be permitted to conduct public worship according to the manner and forms of the church of which he is a member.

e. Each chaplain at his request shall be issued temporary duty orders at no expense to the Government for periods not to exceed 15 days each calendar year for the purpose of attending religious conferences, retreats, and professional seminars.

f. Chaplains are noncombatants under international law. They shall bear no arms and shall perform no duties relating to combat except those prescribed for chaplains in FMFM 3-1, Command and Staff Action.

4. Chapel funds

a. Commanders are authorized to establish chapel funds. Such funds shall be administered as prescribed in paragraph 7010 and the Chaplains Manual.

5. Chaplains assistants

a. Unlike the medical and dental officers who have medical service corps officers, and Navy hospital corpsmen available to assist them in the performance of their duties with Marine commands, Navy chaplains are completely dependent upon the Marine Corps for personnel to assist them in their ministry to Marines.

1740 PERSONAL AFFAIRS

1. Responsibilities

a. The Commandant of the Marine Corps disseminates information and provides such other guidance as may be required to assist commanders in

counseling and informing Marines and their dependents in matters relative to their personal welfare.

b. Commanders are responsible for:

(1) Providing a source of current information on the rights and benefits accruing to individuals as a result of military service.

(2) Providing technical assistance and advice that may be required to cope with personal problems affecting the morale and welfare of Marine Corps personnel and their dependents.

(3) Maintaining liaison with Federal, state, social, and civic agencies which may provide information or assistance in personal affairs matters.

(4) Providing, when feasible, information on the personal well-being of Marines when requested by their dependents.

1742 VOTING AND POLITICAL ACTIVITY

1. Absentee voting

a. Commanders shall render assistance in exercising absentee voting privileges to military personnel, dependents, and certain attached civilians who are eligible by statute to cast absentee ballots. Determination of eligibility to vote is the responsibility of the officials of the various states.

b. Commanders shall:

(1) Make current voting information available to all eligible persons.

(2) Take necessary steps to prevent fraud, to protect voters against coercion of any sort, and to safeguard the integrity and secrecy of ballots cast.

(3) Provide other services necessary for proper execution and transmission of ballots.

2. Resident voting

a. When personnel are located in their state of legal residence where they may vote at the polls, commanders shall ensure that, consistent with military requirements, assigned duties do not preclude the exercise of an individual's voting right.

3. Political activity

a. Personnel on active duty retain the right to vote and to express their opinions privately and informally on political subjects and candidates. They may not, however, participate in political management, campaigns, or conventions; serve on political committees; nor participate in any public activity reasonably susceptible to interpretation as an attempt to influence an election or to solicit votes.

b. Subject to the following conditions, a person on active duty may become a candidate for public office and may file such evidence of his candidacy as may be required by local law:

(1) That the candidacy will not interfere with the performance of his duties in the Marine Corps.

(2) That the individual, if elected, will not act in his official capacity as the holder of the office or perform any of the duties thereof while in an active duty status.

(3) That, in the case of a member of the regular component, his nomination is tendered without activity or solicitation on his part.

c. A Marine on active duty who is elected or appointed to certain Federal or State offices may be separated from the service, retired, or released from active duty, as appropriate, in accordance with law and regulations.

1746 CLUBS AND MESSES

1. Authority to establish

a. Commissioned officers' messes, staff noncommissioned officers' clubs, noncommissioned officers' clubs, and enlisted clubs may be established only upon approval of the Commandant of the Marine Corps. They shall be located on property owned or controlled by the Government of the United States.

2. Purpose

a. Clubs and messes are established for the purpose of promoting the well-being, morale, and efficiency of Marines by furnishing them and their dependents with meals, refreshment, and recreational facilities at reasonable prices.

3. Status and responsibility

a. Clubs and messes are government instrumentalities and shall be operated as an integral part of the Marine Corps. Their operation is a command responsibility. They shall be managed in accordance with regulations issued by the Commandant of the Marine Corps.

4. Policies

a. Membership in clubs and messes shall not be made compulsory.

b. Mess deposits, dues, assessments, and service charges may be levied as authorized by the Commandant of the Marine Corps.

c. Profits and surplus funds shall be limited to those required for a sound financial condition.

d. Clubs and messes shall be operated in a manner most advantageous to the overall membership.

e. The facilities of clubs and messes shall be made available only to those categories of persons authorized by the Commandant of the Marine Corps.

f. Military personnel may be assigned to duty in clubs and messes when authorized by the Commandant of the Marine Corps. Enlisted personnel may be employed in these activities on a

voluntary basis provided such employment does not interfere with the performance of their regular duties, and shall receive compensation from nonappropriated funds at hourly rates approved by the commander.

5. Funding

a. Clubs and messes are operated with nonappropriated funds except that appropriated funds shall be used when available and when authorized by competent authority.

b. The Commandant of the Marine Corps may authorize loans or grants from the Marine Corps Mess Fund for the purpose of establishing and rendering financial assistance to clubs and messes.

1755 DEPENDENTS' SCHOOLING

1. Within the United States or its Possessions

a. Eligible dependents of personnel stationed within the United States or its Possessions normally receive primary and secondary levels of free public education through existing local government educational facilities.

b. In areas where local facilities are inadequate or where tax revenue of the local or state government concerned may not be expended for the education of dependents of personnel residing on Federal property, the United States Commissioner of Education is authorized by statute to provide required schooling facilities on Federal property. He is also authorized in certain instances, to make arrangements for the utilization of such facilities by dependents residing in adjacent areas.

c. Commanders of Marine Corps installations are responsible for determining on a continuing basis whether or not adequate educational facilities for eligible dependents of all personnel based at their installations are available. In the event that local facilities are nonavailable or determined to be inadequate commanders shall, as appropriate:

(1) Cooperate with local school officials in their effort to provide suitable facilities and obtain Federal financial assistance to which legally entitled, or

(2) Initiate application for the construction of school facilities on Federal property in accordance with the instructions of the Secretary of the Navy.

d. In the case of school facilities constructed on Federal property with appropriated funds provided by the Department of Health, Education, and Welfare, Office of Education, the control of such buildings is vested in the United States Commissioner of Education subject to the terms and conditions of the permit for use of the site.

e. Responsibility for the operation of the school program conducted in such facilities may either be vested in a local education agency or an agency of the Federal Government as determined by the United States Commissioner of Education.

2. Outside the United States and its Possessions

a. Eligible dependents of personnel stationed in overseas areas other than States and Possessions of the United States receive primary and secondary levels of schooling, within established limitations, through available local schools, available United States Government-operated schools, or accredited correspondence schools. The Chief of Naval Personnel coordinates the program for the Secretary of the Navy.

b. The Commandant of the Marine Corps is responsible for ensuring that adequate schooling for eligible dependents of Marine Corps personnel in overseas areas is available. He determines the need for schooling and the type of schooling to be provided when the expenditure of Marine Corps appropriated funds is involved.

c. Commanders are responsible for administering the overseas schooling program within their respective areas in accordance with the instructions of the Commandant of the Marine Corps.

1760 CIVIL READJUSTMENT

1. Purpose, scope, and applicability

a. The civil readjustment program is designed to fulfill the Marine Corps' responsibilities to assist Marines in making personal adjustment to civil life upon separation from active duty.

b. The civil readjustment program shall be organized to:

(1) Provide information concerning veterans' benefits and agencies through which benefits may be claimed.

(2) Provide documentary evidence to support claims for veterans' benefits.

(3) Provide a contact service where veterans may secure additional information or other aid subsequent to separation.

c. All Marines being separated from active duty, regardless of reason, shall receive civil readjustment indoctrination as is appropriate.

2. Responsibilities

a. Commanders effecting the separation of Marines from active duty shall establish civil readjustment programs adequate for the needs of their commands.

b. The director of each Marine Corps reserve and recruitment district shall maintain a Veterans' Contact Service to aid Marine Corps veterans who request assistance on matters falling within the scope of the civil readjustment program.

c. The Commandant of the Marine Corps will furnish assistance, when requested, directly to retired Marines or veterans on matters that are beyond the scope of local programs.

1771 CASUALTY SERVICES

1. Scope

a. Marine Corps casualty services include personnel casualty notification and reporting, condolence calls, and the decedent affairs program. It does not include casualty assistance calls which are made to aid in securing survivors benefits. (See par. 1772.)

b. Personnel casualty notification and reporting include the initial notification of the next of kin and the submission of the routine administrative reports required when personnel casualties occur. The various types of personnel casualties and the categories of personnel for whom casualty services are rendered are described in current Marine Corps directives. These requirements for personnel casualty reporting are separate and distinct from those set forth for operational casualty reporting in paragraph 3040.

c. Condolence calls are made on the next of kin of deceased or missing Marines to personally convey the sympathies of the officers and men of the Marine Corps, to offer assistance where possible, and in the case of deceased Marines to ascertain whether or not military honors are desired.

d. The decedent affairs program is concerned with the recovery, identification, care, and disposition of the remains of deceased personnel in peacetime and in time of war.

2. Objectives

a. The objectives of personnel casualty reporting and related casualty services are to:

(1) Promptly notify the proper authorities and the next of kin when casualties occur.

(2) Extend condolences on behalf of the Marine Corps to the next of kin.

(3) Ensure that the remains of deceased personnel are cared for in a respectful and proper manner.

(4) Furnish certification of death as required for adjudication of claims for benefits.

(5) Render certain other authorized services which may be required or requested by the next of kin and which are not provided for in the Casualty Assistance Calls Program.

3. Responsibilities

a. Commanders shall accurately and promptly submit required casualty reports when any member of their command becomes a casualty or when they have knowledge of a casualty occurring to a member of another command while the member is away from his parent unit and his commander could not normally be expected to know of the casualty suffered. Commanders are also responsible for the timely accomplishment of those other casualty services for which the Marine Corps has a moral or legal responsibility.

1772 ASSISTANCE TO SURVIVORS

1. Policy

a. Assistance will be rendered to the next of kin of Marines who die on active duty in obtaining benefits to which they may be entitled by reason of the deceased Marine's service. The Commandant of the Marine Corps initiates action to furnish this assistance by providing for a casualty assistance call to be made on the next of kin by an officer of the Marine Corps.

b. In the case of death of retired Marines, other than those on active duty, there is no authority for expending Marine Corps funds in connection with condolence and casualty assistance calls or military escorts. However, commanders of Marine Corps activities should make every effort consistent with their commitments and capabilities to assist the families of deceased retired Marines during their bereavement.

2. Procedures

a. Detailed information and procedures pertaining to benefits and assistance provided to survivors are contained in the Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN), and the Handbook for Retired Marines.

1800 RETIREMENT

1. Authority

a. Retirements are effected pursuant to specific provisions of law.

b. Retirements of both officer and enlisted personnel are directed by or approved by the President of the United States or the Secretary of the Navy. Individual orders and authorizations for retirement are issued by the Secretary of the Navy or the Commandant of the Marine Corps.

2. Types of retirement

a. A voluntary retirement is effected as the result of a voluntary request from a member who is eligible for retirement.

b. An involuntary retirement is mandatory under law and may not be deferred beyond the date required to be effected by law.

3. Voluntary retirement

a. In those cases where the granting of a request for voluntary retirement is within the discretion of the President or the Secretary of the Navy, the Commandant of the Marine Corps will recommend approval or disapproval based upon the needs of the service and the merits of the case.

1900 SEPARATION

1. Definition

a. The term separation as used herein, is defined as all the means by which an individual may cease to hold the status of a member of the Marine Corps. Separation of enlisted personnel is effected by discharge. Separation of officers is effected by discharge, dismissal, or dropping from the rolls.

2. Authority

a. Separation is governed by statute and the directives of the Secretary of Defense and the Secretary of the Navy.

b. Instructions for effecting separations of Marines are published by the Commandant of the Marine Corps.

c. Separation by reason of physical disability will be effected in accordance with the directives of the Secretary of the Navy as implemented by the Commandant of the Marine Corps and the Chief of the Bureau of Medicine and Surgery.

1910 DISCHARGE OF ENLISTED PERSONNEL

1. Types of discharge

a. An honorable discharge is issued for proper military behavior and proficient and industrious performance of duty.

b. A general discharge is issued when the separation is under honorable conditions but military behavior or performance of duty have not been sufficiently meritorious to warrant honorable discharge.

c. An undesirable discharge is issued under conditions other than honorable for unfitness, misconduct, or for security reasons.

(1) An undesirable discharge will not be issued in lieu of trial by court-martial except upon the determination of a Marine Corps general officer exercising general court-martial jurisdiction, or a higher authority, that the interests of the service as well as the individual will best be served by administrative discharge.

d. A bad conduct discharge is separation from the service under conditions other than honorable. A bad conduct discharge may be given only by an approved sentence of a general or special court-martial and is appropriate for offenses that warrant separation as a punishment but are not sufficiently grave to warrant dishonorable separation.

e. A dishonorable discharge, as its title denotes, is a separation from service under dishonorable conditions. Dishonorable discharges may be given only by approved sentences of general court-martial and are appropriate for serious offenses warranting dishonorable separation as a punishment.

2. Delegation of authority

a. An honorable or general discharge, as appropriate, may be authorized by the officials indicated, for the following reasons:

(1) Upon expiration of enlistment or fulfillment of service obligation, by the individual's commander.

(2) For the convenience of the Government, by the Commandant of the Marine Corps.

(3) For the individual's own convenience, at his request, by the Commandant of the Marine Corps.

(4) For reason of minority, unless release is effected by voidance of enlistment due to misrepresentation of age by the individual, by the Commandant of the Marine Corps or a Marine Corps general officer in command.

(5) For disability as a result of the recommendation of a physical evaluation board or a board of medical survey, by the Secretary of the Navy or his delegated authority.

(6) When it has been determined that the individual is unsuitable for military service for the reasons contained in the Marine Corps Personnel Manual, by the Commandant of the Marine Corps or a Marine Corps general officer in command, except that all cases involving sexual perversion or homosexual tendencies will be referred to the Commandant of the Marine Corps.

(7) When it is considered that undue and genuine dependency or hardship exists, that the hardship or dependency is not of a temporary nature, that conditions have arisen or been aggravated since entry into the service, and that no means other than discharge are readily available to eliminate or materially alleviate the condition, by the Commandant of the Marine Corps or a Marine Corps general officer in command.

(8) When retention is not consistent with national security, by the Secretary of the Navy or the Commandant of the Marine Corps.

(9) For unfitness or misconduct, by the Commandant of the Marine Corps.

b. An undesirable discharge may be authorized by the officials indicated, for the following reasons:

(1) For reason of security, by the Secretary of the Navy or the Commandant of the Marine Corps.

(2) For reasons of unfitness set forth in the Marine Corps Personnel Manual, by the Commandant of the Marine Corps or a Marine Corps general officer exercising general court-martial jurisdiction.

(3) For misconduct for reasons contained in the Marine Corps Personnel Manual, by the Commandant of the Marine Corps or a Marine Corps general officer exercising general court-martial jurisdiction.

1920 SEPARATION OF OFFICERS

1. Types of officer separations

a. The following types of discharge are prescribed for issuance to officers:

(1) Honorable discharge, issued for proper military behavior, proficiency, and industrious performance of duty.

(2) General discharge, issued when the separation is under honorable conditions but military behavior or performance of duty have not been sufficiently meritorious to warrant honorable discharge.

(3) Discharge, issued for reasons generally resulting in an undesirable or bad conduct discharge for enlisted personnel.

b. Dismissal, pursuant to an approved sentence of a general court-martial, by order of the President in time of war, or as may otherwise be specified by statute, shall be deemed equivalent in all respects to a dishonorable discharge. An officer dismissed by order of the President in time of war may apply for trial by court-martial pursuant to law.

c. An officer may be dropped from the rolls, pursuant to law, by the President or the Secretary of the Navy. Officers so separated are not entitled to trial by court-martial as in the case of dismissals.

d. Warrant officers, W-1, may be discharged as a result of an approved sentence of a general court-martial.

2. Issuance of discharge certificates

a. The Secretary of the Navy makes the decision to discharge an officer and determines the type of discharge to be issued in each case. Officers separated for the following reasons shall be issued a certificate of discharge:

(1) As the result of an officer's resignation accepted by the Secretary of the Navy.

(2) As a result of revocation or termination of appointment by the Secretary of the Navy.

(3) As a result of no future need for the officer's services.

(4) Because of failure to pass professional examinations or failure of selection for promotion as authorized by law.

(5) Due to personality defects or physical deficiencies.

(6) By reason of conviction by civil authority upon criminal charges.

(7) For academic failure.

(8) Due to failure by a reserve officer to answer official correspondence, his willful absence from drills, and like causes.

(9) For any cause wherein review of the record indicates the officer's performance of duty has been consistently below average or unsatisfactory.

(10) For other reasons which may result in administrative discharge of enlisted personnel.

b. Officers who are dismissed or dropped from the rolls shall not be issued a certificate of discharge.

3. Instructions

a. Commanders having cause to recommend the separation of an officer shall submit such recommendation to the Commandant of the Marine Corps in accordance with the provisions of the Marine Corps Personnel Manual.

b. An officer may tender his resignation to the Secretary of the Navy via the Commandant of the Marine Corps. A resignation will be accepted or rejected on the basis of the needs of the service at the time and the merits of the individual case.

CHAPTER 2

COMMUNICATIONS

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CHAPTER 2

COMMUNICATIONS

2000 COMMUNICATIONS

1. Definitions and scope

a. Naval communications is a comprehensive term meaning the aggregate rapid communication effort of the Department of the Navy afloat and ashore.

b. The Naval Communication System is a fixed, integrated global communication network which forms the worldwide framework of naval communications.

c. Marine Corps communications encompasses all the methods or means of conveying information of any kind from one person or place to another, except by direct unassisted conversation, military guard mail, postal agencies, or officer courier. Marine Corps communications, as an element of naval communications, operates internally within Marine Corps units and installations. Marine Corps communications is, in effect, an extension of the Naval Communication System. Access to the Naval Communication System is accomplished through Marine Corps-operated tributary stations and such other circuits as may be provided for this purpose.

2. Navy-Marine Corps relationship

a. The Secretary of the Navy has assigned the responsibility for maintaining an adequate and secure communication system throughout the Department of the Navy to the Chief of Naval Operations. Instructions issued by the Chief of Naval Operations, or his authorized representatives, which pertain to the organization and operation of the Naval Communication System are effective throughout the Department of the Navy.

b. The Commandant of the Marine Corps maintains close liaison with the Chief of Naval Operations to ensure that policies, plans, instructions, and procedures promulgated for the Naval Communication System are compatible with and make provision for Marine Corps requirements.

3. Responsibility

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for Marine Corps communication matters including:

(1) Planning and determining requirements for equipment and supporting services.

(2) Procurement of equipment and supplies except items specifically assigned for control to a bureau or office of the Navy Department.

(3) Formulation of Marine Corps policy, doctrine, and procedures.

b. The Commandant of the Marine Corps is responsible to the Chief of Naval Operations for Marine Corps communications including:

(1) The readiness and performance of Marine Corps communications operating as an element of naval communications.

(2) Stating requirements in those areas for which the Chief of Naval Operations has been assigned Department of the Navy responsibility.

c. Communications provide the commander with a rapid means for exercising command and control. Effective communications is a function of command. Commanders are, therefore, responsible for communications as follows:

(1) Maintaining their communications in an operationally ready status.

(2) Employing communications in accordance with applicable naval, joint, and allied instructions as amplified by competent authority.

(3) Submitting their requirements to the Commandant of the Marine Corps

or the Chief of Naval Operations, as appropriate, via the chain of command.

2070 AMATEUR RADIO

1. Policy

a. Amateur radio activities for training and morale purposes, and for service in time of disaster or emergency under amateur radio auspices, shall be supported and encouraged.

2. Authority

a. Commanders of Marine Corps activities may:

(1) Authorize licensed operators to operate their individual amateur radio stations within the confines of the activities.

(2) Establish amateur radio stations for training and morale purposes as part of the special services program.

(3) Utilize available government and amateur communication facilities to participate in communication services in time of disaster or emergency, and in drills in preparation therefor, under amateur radio auspices.

3. Regulations

a. In exercising the authority granted in subparagraph 2, above, commanders shall comply with the directives of the Chief of Naval Operations and the Commandant of the Marine Corps.

b. Instructions concerning facilities, equipment, and personnel for amateur radio stations established by an activity shall be contained in the Marine Corps Special Services Manual.

2700 MARINE CORPS POSTAL SERVICE

1. Status and composition

a. The Marine Corps postal service is that part of the Navy postal service which is operated primarily to provide postal service for Marine Corps activities. The Navy postal service encompasses the aggregate effort within the Department of the Navy to provide an extension of the United States Postal Service for all Department of the Navy activities.

b. The Marine Corps postal service does not involve a separate organizational structure. It is administered through the chain of command and is composed of Marine Corps post offices and such other internal Marine Corps mail-handling facilities as may be required to provide adequate postal service for all Marine Corps activities.

(1) A Marine Corps post office is a branch of a designated United States civil post office established by authority of the Post Office Department at the request of the Commandant of the Marine Corps and operated by a commander through an assigned Marine Corps postal clerk under the supervision of a postal officer. Marine Corps post offices at overseas activities are designated as branches of the United States Post Office, New York, New York, except that those located in territories or possessions of the United States may be designated as branches of a local United States civil post office.

(2) A mail-handling facility consists of mailroom space and equipment required to provide adequate mail-delivery and mail-collection service within individual activities.

c. Civil postal facilities located on Marine Corps installations are not part of the Marine Corps postal service. These normally consist of a branch, station, or money order unit of a local United States post office and are operated by civilian postal personnel under the direct jurisdiction and supervision of the local postmaster. They are normally established at Marine Corps installations in the continental United States when it is impractical to use existing United States post office facilities.

2. Mission

a. The Marine Corps postal service provides for the transmission of mail

and the operation of post offices, when required, in areas where the United States civil postal service does not operate and in other places where the military situation requires. It is also designed to carry out Marine Corps responsibilities for providing postal service in areas where the United States civil postal service has primary cognizance.

3. Responsibilities

a. The Chief of Naval Operations is charged with the direction of Navy postal service for the Department of the Navy.

b. The Commandant of the Marine Corps is responsible for the administration and supervision of postal service within the Marine Corps and for establishing liaison with Navy Department postal authorities with respect to these responsibilities.

c. Commanders are responsible for the operation of that portion of the Navy postal service which comes within their jurisdiction and for coordinating postal activities with other commands as required to maintain efficient postal service.

2710 POSTAL POLICIES AND REGULATIONS

1. Policies

a. Marine Corps activities in the continental United States shall use the facilities of local civil post offices whenever practicable, with mail delivery service for the activity being provided by designated mail orderlies. When adequate service cannot be provided at an installation in this manner, requests for establishment of a civil postal facility at the installation concerned shall be submitted to the Commandant of the Marine Corps.

b. Marine Corps post offices shall be operated only by personnel officially approved by the Post Office Department to perform postal finance functions and other postal duties.

c. Mail-handling facilities shall be operated only by personnel appointed by proper authority to receive and deliver mail at a civil or military post office for the unit for which they are appointed.

d. The need for providing coordinated and efficient postal service is vital to both military efficiency and morale. Commanders shall furnish adequate personnel and facilities to assure expeditious transmission and secure handling of both official and personal mail within their commands.

2. Source of regulations

a. Operation of the Marine Corps postal service shall be in accordance with the current postal agreement between the Department of Defense and the Post Office Department.

b. The establishment, operation, temporary suspension, and discontinuance of individual post offices and mail-handling facilities shall be governed by postal regulations published by the Post Office Department as supplemented by Navy and Marine Corps directives.

3. Official mail

a. All mail matter originating within the Department of the Navy relating exclusively to official business, will be accepted and transmitted through the mails without postage affixed when it bears the printed statements "Postage and Fees Paid, Navy Department" and "Official Business." These statements shall not be handwritten or typewritten.

b. This postage-free mailing privilege will be used to transmit all classes of official mail, including air, registered, certified, insured, special delivery, special handling, and mail addressed to foreign countries. The privilege does not apply to matter entered directly into foreign postal systems for which postage must be prepaid as prescribed in postal regulations of the countries councerned.

CHAPTER 3

OPERATIONS AND READINESS

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CHAPTER 3

OPERATIONS AND READINESS

3000 OPERATIONS AND READINESS

1. Responsibilities

a. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for the operational readiness of the entire Marine Corps.

b. The Commandant has an additional direct responsibility to the Chief of Naval Operations for the readiness and performance of those forces of the Marine Corps assigned to the Operating Forces of the Navy.

c. Commanders shall maintain their commands in a state of readiness to perform the mission assigned consistent with the degree of readiness prescribed by proper authority.

3010 MARINE CORPS PLANS

1. Scope and responsibilities

a. The Army, Navy, Air Force, and Marine Corps prepare individual military service plans which indicate the forces and support required by them to perform their assigned missions in peace and war. The chief of each military service is responsible for determining the nature and extent of support required for the forces to be employed by his service. Other military services may provide assistance in meeting these requirements by furnishing personnel, materiel, facilities, and other support as coordinated by the chiefs of the military service involved.

b. Individual military service plans are prepared to satisfy one or more of these general aims:

(1) To reflect the capabilities or objectives of each military service.

(2) To furnish a statement of support requirements.

(3) To provide planning guidance to subordinate commands.

c. Marine Corps plans are the service plans of the Marine Corps and are designed to provide the forces and support required by the Marine Corps to perform its assigned missions. They do not encompass the tactical plans required to accomplish specific tactical objectives assigned to the operating forces. Such tactical plans are the responsibility of the force commander concerned.

d. The Commandant of the Marine Corps is responsible for:

(1) Development of Marine Corps plans and their coordination with the Joint Chiefs of Staff.

(2) Preparation of a statement of support required from other military services and coordination of these requirements with the military services from which support is desired.

(3) Preparation, in response to the requests of other military services, of a statement of support to be provided by the Marine Corps to the other military services.

2. Preparation and purpose

a. Marine Corps plans are based on the latest approved Joint Chiefs of Staff strategic plans, guidance from higher authority, and assumptions and estimates of the Commandant of the Marine Corps. They are prepared annually and cover three separate but related periods of time.

(1) Long-range plans cover 4-calendar years beginning 8 years after publication. Marine Corps plans covering the long-range period are:

(a) The Marine Corps Long-Range Plan which provides:

1. Guidance for the orderly and progressive development of Marine Corps objectives and programs.

2. A source of the Marine Corps position on Joint Chief of Staff and Department of the Navy long-range matters, such as the Joint Long-Range Strategic Estimate, Navy Long-Range Requirements, and Navy Long-Range Objectives.

(b) The Research and Development Plan which provides guidance for long-range research and development by and for the Marine Corps, including the determination and statement of requirements for aircraft and amphibious shipping.

(2) Mid-range plans cover 3-fiscal years beginning 5 years after publication. Marine Corps plans prepared for this time frame are:

(a) Marine Corps Mid-Range Objectives, which translate the Marine Corps Long-Range Plan into reasonably obtainable mid-range objectives and programs as a guide for current actions. The Mid-Range Objectives also provide guidance for preparing and submitting Marine Corps views and recommendations on the Joint Chiefs of Staff mid-range plan (Joint Strategic Objectives Plan).

(b) The Marine Corps Objectives Plan which presents the Marine Corps plan for supporting the concepts and undertakings contained in the Joint Strategic Objectives Plan.

(3) Short-Range plans cover the single fiscal year following publication. The Marine Corps plan prepared in this time frame is:

(a) The Marine Corps Capabilities Plan which supports and is consistent with the Joint Strategic Capabilities Plan. It presents current and anticipated assignments and employment of available Marine Corps forces and resources which will be used to implement national policy under conditions of cold, limited, and general war.

3020 JOINT CHIEFS OF STAFF PLANS

1. Scope and responsibility

a. On matters which directly concern the Marine Corps the Commandant of the Marine Corps has coequal status with the other members of the Joint Chiefs of Staff. In this capacity the Commandant participates in the preparation of joint planning documents by submitting directly to the Joint Chiefs of Staff information and data for consideration and inclusion therein. This includes participation in the preparation of:

(1) The Joint Long-Range Strategic Estimate.

(2) The Joint Strategic Objectives Plan.

(3) The Joint Strategic Capabilities Plan.

3030 NAVY PLANS

1. Scope and responsibilities

a. The Commandant of the Marine Corps participates in the preparation of Navy plans and Departmental plans for the Department of the Navy.

b. Departmental plans encompass Navy and Marine Corps matters such as budgeting, installations to be operated, and the determination of the programs to be undertaken during the fiscal year to carry out the missions assigned to the Department of the Navy. In their preparation a close cooperative relationship is exercised between the Commandant of the Marine Corps and the Chief of Naval Operations. The Commandant is responsible for preparation of the Marine Corps portions of these plans which are coordinated and integrated by the Chief of Naval Operations with other Department of the Navy requirements for submission to the Secretary of the Navy for approval.

c. Though Navy and Marine Corps plans are prepared separately, the

Commandant of the Marine Corps furnishes information for inclusion in Navy plans and, when requested, comments on portions of them which concern the Marine Corps. In the preparation of their respective service plans the Commandant and the Chief of Naval Operations collaborate closely to ensure that their actions will be harmonious.

3040 OPERATIONAL CASUALTY REPORTS

1. Definition and scope

a. Operational casualty reports encompass the reporting of personnel casualties, materiel losses, or any other immediate circumstance affecting the readiness of the command, under either combat or noncombat conditions. They shall be made when personnel casualties or materiel losses are of such proportions that they measurably affect the operations or readiness of the command. In addition to these operational casualty reports, routine administrative reports are required when any personnel casualty (see par. 1771) or materiel loss occurs.

b. Under combat conditions, operational casualty reports shall be submitted as directed by the operational commander. Under noncombat conditions, reports shall be submitted by the commander when he considers that casualties are of such significance as to warrant the immediate attention of his superiors.

3060 MOBILIZATION

1. Responsibilities and scope

a. The Commandant of the Marine Corps is responsible, in accordance with integrated joint mobilization plans, for the expansion of peacetime components of the Marine Corps to meet the needs of war (10 USC 5013).

b. To discharge this responsibility the Commandant prepares mobilization plans for the Marine Corps and contributes information pertaining to Marine Corps mobilization requirements for inclusion in Joint Chiefs of Staff and Navy plans. Marine Corps mobilization plans are published in the Marine Corps Objectives Plan and Marine Corps Capabilities Plan. (See par. 3010.)

c. Mobilization requirements are based on the phased expansion of personnel, facilities, and support required by the Marine Corps to accomplish its assigned missions in the event of war, national emergency, or at such other times as national security may require. They include:

(1) Contemplated employment and deployment of Marine Corps forces.

(2) Force structure and manning levels.

(3) Manpower reserves.

(4) Training and other supporting establishments.

(5) Logistical support.

(6) Industrial mobilization and production.

(7) Policies and procedures to be employed to effect mobilization.

(8) Nature and extent of support required from or furnished to other military services.

3121 COMBAT PLANS AND ORDERS

1. Scope and responsibilities

a. Combat plans and orders pertain to tactical operations and are the commander's means of setting forth the mission, his decision and plan of action, and such details of the method of execution as will ensure coordinated action by the whole command.

b. Combat plans and orders shall be prepared in accordance with the instructions contained in the United States Marine Corps Staff Manual except for Marine Corps forces operating

under a unified or specified command or as a part of a joint force. In such instances, combat plans and orders shall be prepared in accordance with Unified Action Armed Forces, JCS Pub. 2.

3574 SMALL ARMS TRAINING

1. Purpose and types

a. Training and practice with small arms are conducted to develop the ability of individuals and tactical units to rapidly establish and maintain fire superiority over the enemy.

b. Training and practice shall consist of the following:

(1) Individual known distance firing at fixed targets.

(2) Combat marksmanship training, or individual instructions in fire and movement against obscure and moving targets at varying distances, and individual instructions in antiaircraft firing.

(3) Technique of fire, or the application and control of the fire distribution of weapons and fire units.

(4) Combat practice firing, or the solution of tactical problems by tactical units firing service ammunition at suitable targets.

(5) Night firing.

c. All individuals shall receive adequate preliminary training prior to receiving range practice involving live firing. Personnel shall be thoroughly indoctrinated in the mechanics and preliminary exercises governing the use of weapons in order to attain maximum advantage from range live firing training. Such preliminary training shall be conducted throughout the training year and shall emphasize safety precautions.

2. Responsibilities

a. All Marines, except those exempted by the Commandant of the Marine Corps, shall be required to fire for record each calendar year with the weapon with which they are armed. Firing shall be for initial qualification, requalification, or familiarization, as appropriate.

b. Organizational commanders are responsible for adequate preliminary training of personnel ordered to a range for live firing and for providing all personnel an opportunity for annual record firing.

c. Commanders of installations having rifle ranges are responsible for the conduct of range practice and record marksmanship firing of all personnel ordered to their ranges for that purpose. Any organization may provide its own range officers and coaches but the conduct of all range practice and record firing is the responsibility of the commander having the range.

d. When necessary, Marine Corps commanders may make arrangements to conduct training at ranges not owned or operated by the Marine Corps. In this event, commanders are responsible for ensuring that the conduct of firing meets Marine Corps standards.

3. Recognition of qualification

a. As an incentive measure, and to provide visible means of indentifying an individual's current qualification status, appropriate badges and bars shall be issued to qualified Marines. Commanders shall make the presentation of marksmanship qualification awards in such a manner as to provide appropriate recognition for marksmanship accomplishment.

3591 COMPETITION-IN-ARMS

1. Purpose

a. Competitive shooting serves to stimulate interest in marksmanship and to raise the standard of performance in the use of individual arms throughout the Marine Corps. It assembles Marines who have demonstrated outstanding marksmanship ability. Their

development and exchange of ideas results in improved equipment and training procedures.

b. Participation by Marines in competition-in-arms is a noteworthy contribution to the Marine Corps and commanders shall give appropriate recognition to participants.

2. Authorization

a. The Commandant of the Marine Corps designates those matches to be fired during the annual Marine Corps-wide and Marine Corps area competitions.

b. Marine Corps personnel may compete in any match approved by the National Board for the Promotion of Rifle Practice or the National Rifle Association; in intramural and recreational matches sponsored by local commands; and in such other matches as may be specifically authorized by the Commandant of the Marine Corps.

3. Awards

a. The Commandant of the Marine Corps provides suitable trophies and badges as individual and team awards for excellence in small arms competition.

b. Commanders may procure prizes with unit recreation funds for marksmanship competitions in accordance with current regulations. Prizes will not be given to participants in any competition for which the Commandant has provided awards.

3800 MARINE CORPS INTELLIGENCE

1. Status

a. Marine Corps intelligence is an integral part of the overall naval intelligence effort. Marine Corps participation therein will not include any separate function or reporting responsibilities except those determined by the Commandant to be internal requirements needed for effective accomplishment of the mission of the Marine Corps.

2. Navy-Marine Corps responsibilities

a. The Chief of Naval Operations is responsible to the Secretary of the Navy for the collection, processing, and dissemination of all intelligence information required within the Department of the Navy.

b. The Commandant of the Marine Corps is responsible to the Chief of Naval Operations for:

(1) Ensuring that Marine Corps forces and activities designated to possess an intelligence capability develop and maintain adequate means to provide commanders at all levels with the intelligence and counterintelligence required to carry out their assigned missions.

(2) Furnishing personnel to participate in designated naval intelligence activities to the extent and for the purpose mutually agreed to by the Chief of Naval Operations and the Commandant of the Marine Corps. This participation is designed to aid the Chief of Naval Operations in discharging his responsibility to fulfill the intelligence and counterintelligence requirements of the Department of the Navy by making Marine Corps knowledge and experience available to him when dealing with intelligence matters of direct and indirect interest to the Marine Corps.

c. Commanders of Fleet Marine Force organizations, as part of the Operating Forces of the Navy, are responsible for the procurement and utilization of intelligence information and material through the operational chain of command.

d. Commanders of non-Fleet Marine Force activities are responsible for the execution of required intelligence functions as established by the Chief of Naval Operations, the Commandant of the Marine Corps, and the commandant of the appropriate naval district.

3900 RESEARCH AND DEVELOPMENT

1. Responsibilities

a. The Commandant of the Marine Corps is charged with the development, in coordination with the other military services of the doctrines, tactics, techniques, and equipment employed by landing forces in amphibious operations. The Commandant has primary interest in those landing force doctrines, techniques, tactics, and equipment which are of common interest to the Army and the Marine Corps. In addition, the Commandant is responsible for the development, in coordination with the other military services, of the doctrines, procedures, and equipment of interest to the Marine Corps for airborne operations which are not provided for by the Army.

b. The Commandant of the Marine Corps plans and programs for required research and development, assigns responsibilities for execution to Marine Corps activities, and maintains liaison and coordinates research and development with the other military services.

c. The Commandant, Marine Corps Schools is designated as Coordinator, Marine Corps Landing Force Development Activities. In this capacity he shall act as the field representative of the Commandant of the Marine Corps in matters pertaining to landing force development.

d. Military personnel, civilian employees, and commanders of Marine Corps activities are encouraged to submit recommendations for the development or improvement of tactics, techniques, equipment, or supplies to the Commandant, Marine Corps Schools via appropriate channels.

CHAPTER 4

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CHAPTER 4

LOGISTICS

4000 LOGISTICS

1. Definition and scope

a. Logistics, in its most comprehensive sense, includes those aspects of military operations which deal with:

(1) Design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel.

(2) Movement, evacuation, and hospitalization of personnel.

(3) Acquisition, construction, maintenance, operation, and disposition of facilities.

(4) Acquisition or furnishing of services.

b. Logistics comprises both planning, including determination of requirements, and implementation.

2. Navy-Marine Corps relationship

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for the overall logistical readiness and performance of the Marine Corps, and additionally responsible to the Chief of Naval Operations for the logistical readiness and performance of Marine Corps units assigned to the Operating Forces of the Navy. In fulfilling the requirements of the Marine Corps, the Commandant of the Marine Corps collaborates with the Civilian Executive Assistants to the Secretary of the Navy and the chiefs of the bureaus and offices of the Navy Department.

b. The chiefs of the bureaus and offices of the Navy Department are responsible for furnishing such logistical support to the Marine Corps or to Marine Corps activities as the Secretary of the Navy may direct.

c. The Civilian Executive Assistants to the Secretary of the Navy coordinate and direct the efforts of the Commandant of the Marine Corps and the chiefs of the bureaus and offices of the Navy Department in the execution of their logistics functions.

3. Policy

a. Every commander shall assure that adequate logistic support is provided for his command.

b. The impetus of logistic support is from the rear. It is the duty of each commander to provide logistic support within reach of his subordinate commanders. It is the duty of subordinate commanders to assure that their units fully utilize all means of logistic support at their disposal. The subordinate commander has the responsibility of keeping his next higher commander informed of his logistic needs in sufficient time to permit furnishing support by normal methods.

4001 ACCEPTANCE OF GIFTS

1. Authority

a. The Commandant of the Marine Corps may accept or reject gifts of any value, including money, for use in providing for the recreation and welfare of enlisted personnel. These gifts will be accounted for as nonappropriated funds in accordance with paragraph 7010.

b. The Chief of Naval Operations, chiefs of bureaus and offices of the Navy Department, and the Commandant of the Marine Corps are authorized to accept or reject gifts of personal property offered to any institution, organization, or activity under their management control, provided the gift:

(1) Will clearly be useful in the establishment, operation, or maintenance of the institution, organization, or activity.

(2) Does not exceed $500 in value.

(3) Involves little or no maintenance cost.

c. Offers of gifts not included within the above authority shall be referred to the Secretary of the Navy.

2. Instructions to commanders

a. Commanders may accept gifts of consumable or perishable products such as fruit, flowers, candy, and cigarettes intended for the personnel of the institutions, organizations, or activities within their commands. Offers of other gifts or donations shall be acknowledged and the prospective donor advised that the offer has been forwarded to the appropriate approving authority indicated above. Any direct gift of money (including checks, other forms of negotiable instruments, and securities) shall be forwarded to the Administrative Officer, Navy Department, regardless of where the authority to accept may be vested.

b. The commander of the institution or organization benefited shall arrange for the transfer or conveyance of the accepted gift and for payment from appropriated funds of the transfer and conveyance costs.

3. Policy

a. The authority to accept gifts must be exercised with sound discretion, considering the best interests of the United States and the command concerned. Offers of gifts shall not be accepted if acceptance would influence or be interpreted as influencing the strict impartiality which must prevail in all relationships involving the public interest. Nor shall gifts be accepted if they might embarrass the Department of the Navy at some future time by reasons of favors expected as a result of the gift or if they might result in unwarranted publicity for the donor at the expense of the Department. Further, unless authorized by the Secretary of the Navy in accordance with law and regulations, requests for gifts (or contributions) for institutions, organizations, or activities of the Department shall not be initiated by persons in the Department of the Navy, and gifts initiated contrary to this policy shall not be accepted.

b. Gifts or donations intended for the benefit of an institution, organization, or activity shall be used for the benefit of all its personnel.

4002 LOAN OR TRANSFER OF PUBLIC PROPERTY

1. Policy

a. Public property shall not be employed for any private purpose nor loaned to any state, external organization, or private individual except as specifically authorized by the Secretary of the Navy.

2. Authorized use

a. Military personnel may be issued items required in the performance of their duties.

b. Commanders are authorized, under such regulations as the Commandant of the Marine Corps may prescribe, to utilize available items of equipment and supplies for special services activities (see par. 1710), and may loan such materiel to military personnel for purposes of morale, welfare, and recreation.

c. Commanders may issue necessary items of government property to individuals for brief periods pending arrival of personal effects or household goods. This shall not be construed to permit individuals the use of government property for indefinite periods.

3. Loans to the Post Office Department

a. Commanders are authorized to loan motor vehicles to the Post Office Department during the period 1 December to 20 January for delivery of Christmas mail in the United States

in accordance with instructions issued by the Commandant of the Marine Corps.

4. Loans to external organizations or individuals

a. When property is authorized for loan to organizations or individuals not part of the Department of the Navy, receipts covering the issue shall quote the authority and be worded in such a manner as to preclude monetary loss to the Government.

5. Transfer from and to other government agencies or foreign governments

a. Marine Corps property may be transferred to other government agencies or foreign governments only as authorized by the Commandant of the Marine Corps. Unless funds have been allotted or authority obtained from the Commandant of the Marine Corps, no property or service will be procured from other government agencies or foreign governments. See paragraphs 7020 and 7050 for authority to negotiate interservice and host-tenant agreements.

6. Public exigency or calamity

a. When authorized by the senior officer present, a commander may issue such supplies as can be spared to those in distress in the event of public exigency or calamity. Issues of this type will be accounted for in accordance with the Marine Corps Supply Manual.

4015 ALLOWANCE PUBLICATIONS

1. Source

a. Documents prescribing allowances of materiel furnished to the Marine Corps by the Navy are published by the controlling bureau or office.

b. All other documents prescribing allowances of materiel for the Marine Corps are published by the Commandant of the Marine Corps.

2. Marine Corps allowance documents

a. The Commandant of the Marine Corps issues:

(1) A separate table of equipment for each Marine Corps organization or type of organization listing items authorized the organization in a specific quantity.

(2) A Table of Allowances. This document describes items of equipment and gives pertinent planning data to guide the commander in determining his requirements for items not included in his table of equipment. It lists items furnished by the Commandant of the Marine Corps that are:

(a) Controlled through allowances appearing in tables of equipment.

(b) Authorized the Fleet Marine Forces on an as-required basis.

b. Normally the Commandant of the Marine Corps will not prescribe allowances for non-Fleet Marine Force activities except in tables of equipment. Commanders of these organizations, within their procurement authority, shall requisition or purchase materiel not included in their tables of equipment in the amount required for actual operation.

4050 HOUSEHOLD GOODS, PERSONAL EFFECTS, AND BAGGAGE

1. Authority and responsibility

a. The responsibility for administering the household goods program for military personnel and civilian employees has been assigned to the single manager for traffic management by the Secretary of Defense. The Executive Director, Military Traffic Management Agency, designated by the single manager, is responsible for prescribing, in agreement with the heads of the military services, uniform joint regulations pertaining to the movement of household goods. The Commandant

of the Marine Corps is responsible for this transportation in accordance with the joint regulations prescribed.

b. The Commandant of the Marine Corps shall prescribe regulations for the care and disposition of the effects of absentees; deserters; or persons captured, missing, deceased, or incapacitated physically or mentally.

c. In any instance where an individual is separated from or unable to care for his personal effects or household goods, the commander concerned shall take immediate steps to effect delivery or safekeeping of such property in accordance with joint regulations and the directives of the Commandant of the Marine Corps.

2. Personal effects and baggage centers

a. The Commandant of the Marine Corps designates personal effects and baggage centers to receive the personal effects and baggage of Marine Corps personnel who, through no fault of their own, become separated therefrom. This includes baggage and personal effects of deceased, missing, or evacuated personnel, and prisoners of war.

b. Personal effects and baggage centers shall also receive from Marine Corps activities the personal effects of deceased Marines when the next of kin, heir, or legal representative is unknown, or cannot be immediately determined or located.

4061 FOOD SERVICE PROGRAM

1. Scope

a. The food service program includes related research and development; nutrition; acquisition of food, supplies and equipment; menu and recipe planning; meal preparation and serving; sanitation; design and layout facilities; personnel; training; accounting and reporting.

2. Organization

a. The organization for administering the food service program is prescribed in the Marine Corps Supply Manual.

b. The Commandant of the Marine Corps designates those non-Fleet Marine Force commands that are required to operate consolidated mess systems and those Fleet Marine Force units that are authorized to operate consolidated mess systems. Fleet Marine Force units so authorized shall operate consolidated mess systems whenever operating conditions permit.

c. Food service programs in the Fleet Marine Forces shall be organized so that they are capable of immediate operation in the field. Commanders shall publish a standing operating procedure providing for this capability. When in garrison at a permanent Marine Corps installation, Fleet Marine Force units shall operate within the food service program established at that installation.

3. Administration

a. Administration of the food service program by each Marine Corps activity is a function of command. It is the responsibility of commanders to assure that troops under their commands are properly served with food which is of good quality, of sufficient quantity, and well prepared.

b. Commanders shall promulgate a standing operating procedure for their food service program to supplement instructions contained in Marine Corps directives concerning ration memoranda, head count procedures, cost of rations fed, control of garbage, appointment of mess cashiers, requisitioning procedures, assignment of cooks and messmen, control of clothing and other mess property, and other related procedures.

c. A commander who operates individual messes or a consolidated mess system has financial responsibility for the entire food service program within his command. This financial responsibility shall not be delegated to subordinate commanders even though they may be operating individual messes within the program.

4064 MARINE CORPS LAUNDRIES AND DRYCLEANING PLANTS

1. Definitions and authority to establish

a. Post laundries and drycleaning plants are those established at an installation. It is the policy of the Commandant of the Marine Corps to operate such laundries and drycleaning plants only where commercial facilities are not available or the laundering and cleaning of government articles can be accomplished at less cost than if procured by contract. Appropriated funds shall not be used for the construction, replacement, or reactivation of a laundry or drycleaning plant in the United States or its possessions unless the Secretary of Defense, or his delegated authority, has certified that the services to be furnished are not obtainable from commercial sources at reasonable rates.

b. Field laundries are those authorized in certain units of the operating forces for operation in the field. These are established in applicable tables of organization and equipment.

2. Services authorized

a. Post laundries and drycleaning plants shall be operated primarily for the laundering and cleaning of government articles. If, in the opinion of the installation commander, adequate facilities and labor are available, he may authorize extending this service to military personnel, active and retired, and their dependents, and to nonappropriated fund activities. (See par. 7010.)

3. Responsibility for operation

a. All Marine Corps post laundries and drycleaning plants, including those at Marine Corps installations under management control of the chief of a bureau or office of the Navy Department, shall be operated as directed by the Commandant of the Marine Corps.

4065 COMMISSARY STORES

1. Authority to establish

a. Commissary stores may be established only upon approval of the Commandant of the Marine Corps.

2. Purpose

a. Commissary stores provide subsistence and household supplies for sale to authorized patrons where adequate civilian facilities are not conveniently available, or do not sell such supplies at reasonable prices.

3. Operation

a. Commanders shall operate commissary stores in accordance with the Marine Corps Supply Manual and other directives of the Commandant of the Marine Corps which shall reflect the policy contained in Armed Services Commissary Store Regulations and prescribe detailed instructions and procedures to provide uniformity in commissary store operation throughout the Marine Corps.

b. Commissary stores shall be operated for the equal benefit and convenience of all authorized patrons; however, where the commander of an activity operating a commissary store determines that local conditions do not permit sales to all persons authorized commissary privileges, he may direct that priority be given to active duty military personnel of his command.

4. Financing

a. The Marine Corps Stock Fund finances all commissary store operations except for the support specifically authorized in annual appropriations. In return, all cash receipts from commissary store sales, including a reasonable profit, are deposited to the credit of the Marine Corps Stock Fund. Profit will be generated for the specific purpose of providing the means for each commissary store to be self-supporting and to maintain

a central Marine Corps Commissary Store Profit-Reserve.

b. The Commandant of the Marine Corps administers the Commissary Store Profit-Reserve, the purpose of which is to assist commissary stores, by grant or loan, at times when their normal generation of profit is insufficient to provide necessary funds, or to replace inventory lost through fire, flood, or other unforeseen emergency.

4066 EXCHANGES

1. Authority to establish

a. A Marine Corps exchange may be established by an organization of the Regular Establishment upon approval of the Commandant of the Marine Corps.

2. Purpose

a. The primary purpose of Marine Corps exchanges is to supply to military personnel articles and services necessary for their health, comfort, and convenience at reasonable prices.

b. The secondary purpose of Marine Corps exchanges is, through reasonable profits, to provide recreation funds. (See par. 7010.)

3. Status and responsibility

a. Marine Corps exchanges are government instrumentalities and shall be operated as an integral part of the Marine Corps. Their operation is a command responsibility.

4. Operation

a. Marine Corps exchanges shall be operated in accordance with the Marine Corps Exchange Manual and such other directives as may be issued by the Commandant of the Marine Corps. The Marine Corps Exchange Manual shall implement the Armed Services Exchange Regulations and contain instructions with respect to policy, operational and accounting procedures, administration and management methods, merchandise controls, and monetary affairs to provide uniformity throughout the Marine Corps exchange system.

b. Marine Corps exchanges shall be operated for the equal benefit and convenience of all authorized patrons to the degree that exchange privileges have been extended to them.

c. Fleet Marine Force units stationed within the continental limits of the United States, at an activity where Marine Corps exchange facilities exist, shall not operate an independent exchange.

d. Enlisted personnel, including those regularly assigned to duty in exchanges, may be employed in exchanges on a voluntary basis when such employment does not interfere with the performance of regularly assigned duties, and may be authorized compensation from individual exchange funds at rates authorized in the Marine Corps Exchange Manual.

5. Marine Corps Exchange Service

a. The central office of the Marine Corps exchange system is designated as the Marine Corps Exchange Service. This office controls and coordinates the Marine Corps exchange system as a whole, in accordance with the procedures prescribed in the Marine Corps Exchange Manual and other directives issued by the Commandant of the Marine Corps.

b. The Officer in Charge, Marine Corps Exchange Service, is responsible for the general supervision of the Marine Corps exchange system under the supervision and direction of the Quartermaster General of the Marine Corps.

c. To facilitate administration of the Marine Corps exchange system, the Officer in Charge, Marine Corps Exchange Service, is authorized to correspond directly with Marine Corps exchange officers to advise on accounting and operating procedures not

warranting command attention, special and general merchandise information and data, and technical information and operational statistics.

6. Funding

a. Exchanges are operated with nonappropriated funds. Regulations for management of nonappropriated funds are contained in paragraph 7010.

b. When the establishment of an exchange is authorized, the Commandant of the Marine Corps will fix the amount of initial capital necessary and make this amount available from nonappropriated funds.

4100 CONSERVATION

1. Control

a. The Commandant of the Marine Corps provides for the conservation of materiel and resources by:

(1) Participating in the conservation and standardization programs of the Department of Defense and the Department of the Navy.

(2) Establishing controls for allowances, procurement, operation of facilities, maintenance, and similar functions to delineate responsibility and eliminate duplication within the Marine Corps.

(3) Reviewing and coordinating requirements requested or planned by Marine Corps activities.

(4) Coordinating with other military services as required.

2. Command responsibility

a. Commanders are responsible for economic utilization of materiel, resources, and utilities within their commands.

b. Each commander shall establish adequate controls to ensure that all procurement, use, maintenance, and modification of public property, resources, and utilities are authorized and justified.

c. Commanders shall thoroughly indoctrinate all personnel in conservation measures and techniques.

4120 STANDARDIZATION

1. Defense Standardization Program

a. The Defense Standardization Program established by the Secretary of Defense in accordance with 10 USC 2451-2456 requires the achievement of the highest practicable degree in standardization of engineering practices, methods, and items of supply used in the Department of Defense.

b. The Chief of Naval Material is responsible to the Secretary of the Navy for policy and implementation of the program within the Department of the Navy.

c. The Commandant of the Marine Corps directs Marine Corps participation in the Defense Standardization Program in developing and coordinating specifications and standards and implementing the use of these documents as required. For participation in the International Standardization Program see paragraph 5711.

2. Standardization of items of supply within the Marine Corps

a. The Commandant of the Marine Corps executes formal documents of adoption for all items for which allowances will be prescribed in Marine Corps allowance publications. Items adopted for Marine Corps use will not be entered in allowance publications until the items are available for issue.

4400 SUPPLY

1. Marine Corps Supply System

a. The following functions comprise and define the Marine Corps Supply System:

(1) Computation of materiel requirements.

(2) Procurement, storage, distribution, issue, maintenance, and sale of materiel and the procurement and administration of services, except those items and services for which the Secretary of the Navy has assigned responsibility to a chief of a bureau or office of the Navy Department.

(3) Development of technical and supply publications and modification instructions applicable to Marine Corps equipment.

(4) Marine Corps participation in the Defense Standardization Program and the Federal Catalog System.

(5) Development of and participation in appropriate accounting and reporting systems designed to accumulate data for supply management analysis and action.

(6) Disposal of surplus property, salvage, and scrap.

(7) Transportation of materiel and personnel, their dependents, and their effects and baggage.

2. Fundamentals

a. The Marine Corps Supply System is based upon the following fundamental principles:

(1) Supply is a function of command.

(2) Troops will be provided with adequate supplies and equipment, including resupply, to carry out assigned missions.

(3) Troops will not be burdened with a greater quantity of supplies than is necessary to ensure their well-being, their proper training, and the accomplishment of their assigned mission.

(4) Diversion of troops from their training for or execution of their primary mission to perform logistical duties shall be kept to a minimum.

(5) The impetus of supply will be from the rear toward the point of consumption.

3. Supply management

a. Supply management is the establishment and support of the above fundamentals by appropriate application of the following functions: budgeting, procurement, cataloging, standardization, inventory management, storage, accounting, distribution, issue, salvage, and disposal.

b. Supply management is a function of command. It is essential for both tactical and supply purposes that commands ensure that the required property is on hand in sufficient quantity, in serviceable condition, and properly cared for and used; and that there is no accumulation of property in excess of authorized levels or allowances.

c. In battalions and higher units, and in other activities where a supply officer billet exists, a supply officer shall be assigned as a member of the commander's special staff.

4. Control of property

a. Responsibility for property is defined as an obligation registered with each individual who is required to have personal possession of, or general supervision over, public property to ensure that items are procured, utilized, or disposed of only as authorized.

b. Accountability is a state of responsibility and carries the additional requirement to effect an accounting for public property upon proper occasion. Normally, the requirement for submission of accounting returns does not exist below the level designated to administer an allotment; however, in specific instances where his subordinate units are deployed, a commander may require reports from commanders of the deployed units for the materiel in their possession.

c. Accountability is inherent in command whether or not returns are

required. Responsibility rests with any person who has public property in his custody or under his supervision. Such person assumes a public trust that the property will be utilized only for purposes authorized by law or regulations.

(1) Any individual, either military or civilian, acting in a command or supervisory capacity, may be assigned as a responsible officer. He shall be responsible for all property issued to him whether for his own use or for the use of those under the control of the command or organization he represents.

(2) Any individual, either military or civilian, required to obtain or maintain public property for personal use in the performance of assigned duties, when working singly without immediate supervision, is considered a responsible individual.

(3) Any individual, either military or civilian, required to have personal possession of public property in order to carry out normal duties, when working under the immediate supervision of a responsible officer, is considered a direct custodian.

d. A responsible officer shall not, when it can be avoided, be detailed for duty which will separate him from public property for which he is responsible. If a responsible officer is detailed for duty which temporarily separates him from property for which he is responsible, the commander shall designate another individual to take charge of this property and to receive or issue property for the temporarily separated responsible officer. If no other qualified individual is present, the commander shall take personal charge of the property. The individual taking charge shall assume direct responsibility for the handling and disposition of all government property left in his charge, and for the maintenance of property records. If the absence of the responsible officer extends beyond a period of 30 days, a regular transfer of property to another responsible officer will be made.

4431 DISCREPANCIES OF MATERIEL INCIDENT TO RECEIPT

1. Policy

a. Loss or gain, destruction, or damage of materiel incident to receipt, shall be investigated and reported as directed by current regulations. This action is required to:

(1) Expedite location, identification, and forwarding of astray freight.

(2) Provide the necessary report of investigation or survey to support property accounting vouchers.

(3) Determine responsibility and liability for the initiation and support of claims or other appropriate corrective action.

b. Commanders of activities receiving materiel shall initiate action to implement this policy upon receipt of materiel or, subsequently, upon discovery of a discrepancy.

4470 DISTRIBUTION OF SUPPLIES

1. Principle of distribution

a. Delivery of Marine Corps materiel at the time of procurement, and redistribution of materiel within the supply system, shall provide a balanced distribution of supplies and equipment:

(1) To sustain Marine Corps forces and activities in their current disposition.

(2) To support planned troop deployment.

2. Priority of supply

a. At such times as a commander responsible for issuing supplies determines that any specific item of materiel is in a critical status in respect to its anticipated use, he shall establish control measures to ensure the issuance of the item in accordance with the existing priorities.

4500 EXCESS AND SURPLUS PROPERTY

1. Definitions

a. Excess property is that which is in excess of the needs of the Marine Corps.

b. Surplus property is excess property not required for the needs and for the discharge of the responsibilities of all Federal agencies as determined by the General Services Administration.

c. Personal property is property of any kind or any interest therein except real property, records of the Federal Government, and naval vessels of the following categories: aircraft carriers, battleships, cruisers, destroyers, and submarines.

d. Real property means:

(1) Any interest in land (except the public domain and lands reserved or dedicated for national forest or national park purposes) owned by the United States, including any wholly-owned government corporation, and any fixtures, appurtenances, and improvements of any kind located thereon;

(2) Any fixtures, structures and other improvements (excluding standing timber and crops) owned by the United States;

(3) Any fixtures, structures and other improvements owned by the United States which are located on the public domain and lands reserved or dedicated for national forest or national park purposes or located on land that is not owned by the United States.

2. Responsibilities

a. The Commandant of the Marine Corps is responsible:

(1) For determining and reporting excess property and disposal of surplus personal property.

(2) For the sale or other disposal of personal property, excluding naval vessels and contractor inventory, which has been determined to be surplus, or is excess and is located in foreign areas.

(3) For participating in the Consolidated Surplus Sales Program in which designated Marine Corps activities provide consolidated selling and contractual services to holding activities, regardless of service affiliation, in assigned geographical areas.

b. Activities designated by the Commandant of the Marine Corps are authorized to sell or otherwise dispose of surplus personal property, including scrap and salvage, and to execute contracts for the sale thereof, within the overall scope of the Consolidated Surplus Sales Program.

c. Commanders are responsible for the prompt reporting of all property excess to the needs of their activities in accordance with instructions of the Commandant of the Marine Corps.

4700 MAINTENANCE OF MATERIEL

1. Definition

a. Maintenance is the action taken to retain materiel in or restore materiel to a serviceable condition. It includes inspection, testing, servicing, classification as to serviceability, replacement, repair, rebuilding, and reclamation.

2. Responsibility

a. It is a command responsibility to assure that materiel is maintained ready to perform designated functions effectively.

b. The degree of maintenance to be performed is assigned to specific levels of command in accordance with the mission, character, and mobility of the command. These assignments

are normally set forth in tables of organization.

c. Repairs shall be performed in the lowest echelon of maintenance consistent with the nature of repair; the parts, tools, and equipment authorized; and the capabilities of personnel assigned. Each echelon is authorized to perform any of the repair operations of lower echelons.

3. Maintenance categories and echelons

a. In keeping with policy of the Department of Defense, maintenance operations have been categorized as organizational, field, and depot. The Marine Corps has further classified them into five echelons.

b. Organizational maintenance is that maintenance which is the responsibility of and performed by a using organization. Its phases normally consist of inspecting, servicing, lubricating, adjusting, and the replacement of parts, minor assemblies, and subassemblies not requiring highly technical skills. It includes:

(1) First echelon maintenance which is that performed by the user, wearer, or operator.

(2) Second echelon maintenance which is that designated to be performed by specially trained personnel provided for that purpose in the using organization.

c. Field maintenance is that authorized and performed by a designated maintenance activity in direct support of the using activity, or by higher echelon maintenance units supporting the direct support maintenance activity. It is normally limited to replacement of parts, subassemblies, and assemblies. Field maintenance units support lower echelons by providing technical assistance and mobile repair crews and repair parts when necessary. Field maintenance includes:

(1) Third echelon maintenance performed in direct support of, or in some specifically authorized cases by, the using unit. Limitations within this echelon are imposed primarily by the tools, test equipment, and repair parts authorized.

(2) Fourth echelon maintenance normally performed in rear areas by a higher echelon than the maintenance organization directly supporting the using unit. It requires more elaborate facilities and is limited only by the tools, test equipment, and repair parts authorized.

d. Depot maintenance is the repair of materiel requiring major overhaul or complete rebuild of parts, subassemblies, assemblies, or the end item. It normally supports the supply function by rebuilding and returning to stock serviceable materiel on a scheduled basis. Fifth echelon maintenance and depot maintenance are synonymous.

4. Maintenance by cannibalization

a. Maintenance by cannibalization is the removal of serviceable parts from one item of equipment for use in repairing another item of equipment.

b. Maintenance by cannibalization will be employed only under such conditions as the Commandant of the Marine Corps prescribes.

4710 MODIFICATION OF EQUIPMENT

1. Authority

a. Marine Corps equipment shall be modified only as directed or approved by the Commandant of the Marine Corps.

4730 MATERIEL INSPECTIONS

1. Responsibility

a. Commanders shall cause the periodic inspection of their materiel. The scope of the inspection shall conform generally to the echelon of maintenance authorized to be performed.

b. The purpose of materiel inspections is to ensure:

(1) That equipment and supplies are ready for their intended use.

(2) That preventive maintenance and preservation techniques have been properly conducted.

(3) That timely repair by a higher echelon or replacement of equipment is effected, to avoid undue expenditure for maintenance.

(4) That modifications are made as directed.

(5) That deficiencies in design and manufacture are noted and reported.

4800 CURRENT PRODUCTION AND INDUSTRIAL MOBILIZATION PLANNING

1. General

a. The Commandant of the Marine Corps plans with industry for current and mobilization production of those items for which the Marine Corps has procurement responsibility, and submits requirements for other items to the single manager or other cognizant government procurement agency.

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CHAPTER 5

GENERAL ADMINISTRATION AND MANAGEMENT

5040 INSPECTIONS

1. By the Navy Department

a. The chiefs of the bureaus and offices of the Navy Department are responsible to the Secretary of the Navy for making, personally or through designated representatives, such inspections of activities, materiel, or matters under their management control or technical direction as may be necessary to ensure efficient administration. Notice of proposed inspections of Marine Corps activities shall be given to the Commandant of the Marine Corps in order to effect necessary coordination.

2. By the Commandant of the Marine Corps

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for achieving maximum effectiveness of the Marine Corps. To aid in accomplishing this the Commandant conducts, or causes to be conducted, such inspections as are required for a continuing survey and evaluation of all elements of the Marine Corps.

3. By commanders

➧ a. Commanders shall make or cause to be made such inspections as are necessary to evaluate all functional areas of their commands and to keep themselves informed, at all times, of the overall condition of their commands.

b. Inspections should be of such nature as to enable the commander:

(1) To determine the capability of the command to accomplish its assigned mission.

(2) To appraise leadership and unit economy and effectiveness.

(3) To evaluate policies and doctrines, and the procedures necessary for the implementation thereof.

(4) To detect work practices and conditions which might expose personnel unnecessarily to injury or health hazards.

➧ c. Commanders shall promulgate, in writing, inspection directives as are necessary to codify inspection procedures and to ensure continuity in inspection procedures. As a minimum, such directives should include procedures for inspections, reinspections, positive reporting of inspection results to the commander, and should contain or refer to appropriate inspection checklists to be utilized for each functional area to be inspected.

5060 HONORS AND CEREMONIES

1. Conduct of

a. Honors and ceremonies shall be conducted in accordance with U.S. Navy Regulations, the Landing Party Manual, and the directives of the Commandant of the Marine Corps.

b. Promotion, retirement, presentation of awards, and similar events involving Marine Corps personnel will be made an occasion of appropriate ceremony when practicable.

2. Marine Corps birthday

a. All Marine Corps activities, if at all practicable, shall provide for suitable observance of the Marine Corps birthday, 10 November. When 10 November falls on Sunday, the Marine Corps birthday will be celebrated on the preceding Saturday, 9 November. Such observances shall be appropriate to the size and mission of the activity concerned, in consonance with local conditions, and within the financial means of the personnel of the host activity.

b. Birthday observances should take the following general form:

(1) Troop formations to include parades when practicable.

(2) Social observances to include the traditional cake-cutting ceremony. The pageant prescribed by the Commandant of the Marine Corps will be conducted when feasible. Changes necessitated by space or personnel limitations are authorized but the most formal uniform generally available and suitable for existing conditions should be prescribed for evening ceremonies.

c. The commander or the senior Marine officer present will determine the scale of the observance. Guest lists or other arrangements should not impose an excessive financial demand on the command. Financial support from the Central Marine Corps Recreation Fund will not be authorized.

d. Official action shall not be initiated to publicize the Marine Corps birthday. Information may be furnished to local news media in response to specific inquiries and requests, but requests from national media shall be referred to the Commandant of the Marine Corps.

e. Addresses to troops should be made in such manner and form as is dictated by the existing circumstances and are at the discretion of the commander concerned. Such addresses, however, shall include the following which will be read to the members of all commands on each Marine Corps birthday:

"On November 1st, 1921, John A. Lejeune, 13th Commandant of the Marine Corps, directed that a reminder of the honorable service of the Corps be published by every command, to all Marines throughout the globe, on the birthday of the Corps. Since that day, Marines have continued to distinguish themselves on many battlefields and foreign shores, in war and peace. On this birthday of the Corps, therefore, in compliance with the will of the 13th Commandant, Article 38, United States Marine Corps Manual, Edition of 1921, is republished as follows:

" '(1) On November 10, 1775, a Corps of Marines was created by a resolution of the Continental Congress. Since that date many thousand men have borne the name Marine. In memory of them it is fitting that we who are Marines should commemorate the birthday of our Corps by calling to mind the glories of its long and illustrious history.

" '(2) The record of our Corps is one which will bear comparison with that of the most famous military organizations in the world's history. During 90 of the 146 years of its existence the Marine Corps has been in action against the Nation's foes. From the Battle of Trenton to the Argonne, Marines have won foremost honors in war and in the long era of tranquility at home generation after generation of Marines have grown gray in war in both hemispheres, and in every corner of the seven seas that our country and its citizens might enjoy peace and security.

" '(3) In every battle and skirmish since the birth of our Corps, Marines have acquitted themselves with the greatest distinction, winning new honors on each occasion until the term "Marine" has come to signify all that is highest in military efficiency and soldierly virtue.

" '(4) This high name of distinction and soldierly repute we who are Marines today have received from those who preceded us in the Corps. With it we also received from them the eternal spirit which has animated our Corps from generation to generation and has been the distinguishing mark of the Marines in every age. So long as that spirit continues to flourish Marines will be found equal to every emergency in the future as they have been in the past, and the men of our Nation will regard us as worthy successors to the long line of illustrious men who have served as "Soldiers of

the Sea" since the founding of the Corps.'

"The inspiring message of our 13th Commandant has left its mark in the hearts and minds of all Marines. By deed and act from Guadalcanal to Iwo Jima, from Inchon to the Korean Armistice, from Lebanon to Taiwan, the Marines have continued to epitomize those qualities which are their legacy. The success which they have achieved in combat and the faith they have borne in peace will continue. The Commandant and our many friends have added their hearty praise and congratulations on this, our___birthday."

3. Official visits

a. United States Navy Regulations requires certain honors and ceremonies to be rendered unless dispensed with by the Secretary of the Navy or at the request of the individual to whom such honors and ceremonies are due.

b. Official visits of flag and general officers or civilian officials should be arranged with a minimum requirement of the time and services of the host command. Parades or other ceremonies involving large numbers of men and equipment shall be held to the absolute minimum. Marine Corps general officers are encouraged to request modification or omission of honors due on the occasion of official visits of a routine nature.

c. Honors and ceremonies are a necessary and inherent part of the normal military activity of the Marine Corps. The policy stated above should not be construed as restricting the freedom of individual commanders to determine their local ceremonial requirements.

4. Funerals

a. Commanders of Marine Corps activities shall furnish, when practicable and upon request of the next of kin, military honors for the funeral of any member of the Marine Corps or Marine Corps Reserve whether active, inactive, or retired at time of death. These honors will be provided when the required complement can be furnished without serious detriment to the functioning of the organization and when no expense to the Government, other than government transportation, is involved. The use of available government transportation is authorized when the place of burial is accessible and within a radius of fifty miles.

b. Subject to the limitations above, commanders will also furnish military honors for the funeral of any former Marine whose last service was honorable, provided the personnel required to render such honors cannot be assembled by local veteran or patriotic organizations.

c. Requests for color guard or military representation for memorial services will be honored when available personnel and facilities permit.

d. The above policies apply to eligible deceased members and former members of other military services when an activity of the deceased's service is not located within a reasonable distance from the place of burial.

e. When it is impractical to furnish honors for deceased active duty or retired Marines, commanders shall make every attempt to arrange for another military activity near the place of burial to furnish the required honors. If such arrangements are not possible the commander will suggest to the next of kin the use of a local veteran or patriotic organization to render the honors and will offer his help in securing their aid. In the event appropriate arrangements cannot be made, instructions will be requested by message from the Commandant of the Marine Corps.

f. When a commander is unable to comply with a request for military honors which he feels deserves special consideration, or when the circumstances of death are so grossly discreditable as to make it inappropriate to render military honors, he shall advise the Commandant of the Marine Corps by message, giving a full report of the circumstances together with his recommendations.

5070 LIBRARY SERVICES

1. Responsibilities

a. The Chief of Naval Personnel exercises technical direction over library services for the Department of the Navy, except for specialized library service in technical or reference libraries devoted to specific subject areas, which are maintained by the Marine Corps and bureaus and offices of the Navy Department.

b. Commanders are responsible for providing and operating a program of library services designed to meet the requirements of the military personnel within their commands.

2. Policies

a. Library facilities, organized to furnish adequate collections of books for informational, educational, technical, reference, and recreational reading, normally will be made available to Marines and their dependents. Civilian employees may be authorized library privileges at the discretion of the local commander.

b. Separate libraries for each activity are not required as long as suitable facilities are conveniently available. Commanders of Marine Corps organizations not having such facilities available shall request authorization to establish libraries of a general nature from the Chief of Naval Personnel via the Commandant of the Marine Corps.

c. Separate technical or reference libraries devoted to specific subject areas and organized to provide specialized library service to particular personnel are authorized as dictated by the requirements of individual commands.

d. Organizations of the Marine Corps Reserve are not authorized separate libraries. However, arrangements should be made which will facilitate and encourage the use of local military and public libraries by reserve personnel.

5100 SAFETY

1. Responsibilities

a. The chiefs of the bureaus and offices of the Navy Department and the Commandant of the Marine Corps are responsible for issuing safety instructions which are necessary or appropriate in connection with matters under their technical direction.

b. Commanders are responsible for compliance with prescribed safety instructions and with the elimination or control of all hazards within their commands. They shall ensure that safety precautions and procedures are made readily available to all personnel and that personnel concerned are instructed and drilled in applicable portions thereof. They are further responsible, in instances where safety instructions are nonexistent or incomplete, for issuing such safety instructions as are considered necessary and for notifying higher authority, when appropriate, of such action.

c. All personnel are responsible for exercising care to prevent accidents and for observing safety precautions and procedures which are established to prevent injuries to personnel or damage to property and equipment.

2. Marine Corps Safety Program

a. The Marine Corps Safety Program is designed to conserve manpower and materiel to the maximum possible degree through the application of comprehensive, effective, and continuous safety programs at all Marine Corps activities.

b. It encompasses all types of accident prevention except aviation accidents which are treated separately in the Naval Aviation Safety Program. Implementing instructions are published in Marine Corps directives.

c. The United States Navy Safety Precautions Manual contains the basic safety regulations for the Marine Corps. It is applicable to all Marine Corps activities and is binding on all military and civilian personnel.

5200 MANAGEMENT IMPROVEMENT

1. Definition

a. Management improvement is any action taken to enhance the effectiveness, efficiency, or economy of administrative and logistical support functions.

2. Scope

a. In practice, management improvement involves:

(1) Continuing, comprehensive, and systematic appraisal of administrative and logistical support functions.

(2) Action to take advantage of opportunities for better utilization of manpower, material resources, funds, time, and space.

b. The fundamentals of management improvement are applicable to all activities of the Marine Corps.

3. Responsibilities

a. Commanders of Marine Corps activities shall apply management improvement techniques within their commands in accordance with the instructions of the Commandant of the Marine Corps and with due consideration for the mission assigned. They should encourage all personnel to contribute to management improvement through timely recommendations.

5215 DIRECTIVES

1. Definition and scope

a. Directives are the written instruments by which a commander or other military superior issues regulations, orders, instructions, and information to persons subject to his command or direction.

b. Directives are issued in various forms, including letters, messages, pamphlets, manuals, and similar regulatory publications. Directives which are produced by any means of printing or binding are subject to the publications and printing regulations. (See par. 5600.)

2. Responsibility

a. The Commandant of the Marine Corps is responsible, by virtue of his command authority, for:

(1) Determining the directives requirements of the Marine Corps.

(2) Regulating the content and distribution of Marine Corps directives.

(3) Publishing instructions for the control, review, and promulgation of the directives issued by commanders of Marine Corps activities.

b. Commanders are responsible for ensuring that all directives issued by them are:

(1) Necessary for the proper and efficient operation of their activities.

(2) In consonance with existing law and policies of superior authority.

(3) Accurate, complete, and understandable.

3. Marine Corps directives issuance systems

a. Directives of the Commandant of the Marine Corps, including joint publications, and directives of other Marine Corps commanders shall be issued, maintained, and controlled by one of the means enumerated below:

(1) The Marine Corps Directives System is the major directives system of the Marine Corps. It is designed to classify directives according to their subject matter and to identify them by a subject classification number. All orders, bulletins, manuals, handbooks, pamphlets, and similar publications shall be issued in this system unless another system is prescribed in this paragraph or otherwise specifically authorized by the Commandant of the Marine Corps.

(2) The Marine Corps Technical Publications System is designed to support items of equipment by providing instructions for their maintenance, modification, operation, and supply. These publications are issued only by the Commandant of the Marine Corps, and each publication issued in this system is numbered to identify it with a specific item, group, or class of equipment, or by subject.

(3) The Marine Corps Stock List Publications System is designed to identify and provide supply management data for all end items, components, and repair parts in the Marine Corps supply system. Each stock list is numbered to identify the type of stock list and where feasible relate it to Federal groups and classes of items or to individual items of equipment. These publications are issued only by the Commandant of the Marine Corps.

(4) Combat plans and orders shall be issued as prescribed in paragraph 3121.

(5) Tables of Organization and Tables of Equipment prescribe the personnel allowance, organizational structure, and equipment allowance of a specific organization or type organization. They are issued only by the Commandant, and each table is numbered to identify it with the activity to which it pertains.

(6) Special Orders are designed to effect administrative actions relating to personnel, and shall be issued and numbered as prescribed in the Marine Corps Personnel Manual.

(7) Letter-type Travel Orders shall be issued only as prescribed in paragraph 1320 and the Marine Corps Personnel Manual.

(8) Court-Martial Orders promulgate the results of trial and action taken on findings and sentences of courts-martial. They shall be issued as prescribed in the Manual for Courts-Martial, United States, 1951, and the Manual of the Judge Advocate General.

(9) Correspondence shall be prepared and transmitted in accordance with U. S. Navy Regulations and the Navy Correspondence Manual.

(10) Messages shall be prepared and transmitted as directed by the Chief of Naval Operations.

4. Applicability of directives and publications

a. Directives and publications pertaining in whole or in part to the Marine Corps and which are promulgated or approved by the Commandant of the Marine Corps, the Secretary of the Navy, or higher authority are regulatory for the Marine Corps.

b. Directives and publications issued by the Chief of Naval Operations and chiefs of the bureaus and offices of the Navy Department are regulatory for Marine Corps activities under the military command, management control, or technical direction of the issuing authority for the subject concerned.

c. The Commandant of the Marine Corps procures and distributes numerous nonregulatory civilian and military publications to Marine Corps activities in order to make information available which is useful in the military profession. Such publications may be made regulatory for the Marine Corps or for any subordinate command by direction of competent authority.

5230 AUTOMATIC DATA PROCESSING

1. Data Processing Installations

a. Automatic data processing within the Marine Corps is accomplished primarily by means of Data Processing Installations which are equipped to provide automatic recording, filing, computing, summarizing, and presenting of selected data by use of electronic computers, electric accounting machines, data transmission facilities, and auxiliary equipment.

b. The primary mission of Data Processing Installations is to perform data processing functions within Marine Corps centrally-controlled systems. Their secondary missions are:

(1) To provide data processing support for the Fleet Marine Force.

(2) To perform data processing functions for the command to which assigned.

(3) To provide data processing support for supporting establishments as directed by the Commandant of the Marine Corps.

c. The Commandant of the Marine Corps exercises technical direction of Data Processing Installations. Commanders of activities to which such installations are assigned exercise military command and management control over them, except that procurement of automatic data processing equipment, application of mechanized processes to new functions, and revisions to centrally-controlled processes, require prior approval of the Commandant of the Marine Corps.

2. Policies

a. The criterion for use of automatic data processing equipment is whether it will perform a needed service at a reasonable cost. Application of mechanized processes to the performance of any function shall be the result of a detailed feasibility study and an application study which indicate one or more of the following:

(1) Combat readiness or efficiency of the operating forces will be measurably increased.

(2) Overall monetary savings will be realized.

(3) A major increase in direct costs to the Marine Corps will be minimized; the mechanized cost should be less than the cost of performing the function by other means.

(4) Significant required management information not otherwise obtainable will be made available.

b. The utilization of automatic data processing equipment transcends functional and organizational lines. Such equipment shall not be used for the exclusive benefit of any one command or for the performance of any one command function. The procedures involved in automatic data processing shall be integrated, regardless of functional area, to the maximum extent consistent with requirements.

5311 MANPOWER REQUIREMENTS

1. Responsibility

a. The Commandant of the Marine Corps is responsible for planning, forecasting, and determining personnel requirements. (See par. 3010.)

b. The Chief of Naval Operations approves the requirements for Navy officers and Navy enlisted personnel for Marine Corps activities.

c. Commanders are responsible for the development and submission of their personnel requirements in accordance with the Marine Corps Personnel Requirements Criteria Manual and other directives of the Commandant of the Marine Corps.

5312 MANPOWER UTILIZATION

1. Objective

a. The objective of manpower utilization is to attain the maximum effective use of available manpower, both military and civilian.

b. Effective manpower utilization is achieved through a continuing determination of the billet requirements essential to accomplish Marine Corps missions; intelligent selection and placement of available personnel to man these billets; providing the necessary material, tools, equipment, and working environment required in each billet; and the application of sound management techniques to assure optimum productivity from all personnel.

2. Military personnel

a. Policies concerning the utilization of military personnel are contained in chapter 1.

3. Civilian personnel

a. Civilian personnel shall be used to meet the personnel requirements of supporting activities to the maximum extent practicable, consistent with Marine Corps requirements for use of military personnel by reason of law, training, security, discipline, rotation, and readiness.

4. Responsibility

a. Each person placed in a supervisory position is responsible for ensuring the highest practicable degree of efficient manpower utilization within the scope of his authority.

5320 ALLOWANCES

1. Tables of organization

a. Manpower is controlled and allocated by the Commandant of the Marine Corps through tables of organization. Personnel authorizations in tables of organization are determined by converting approved missions into tasks and functions and determining the personnel necessary to accomplish them. These tables reflect the number, grade, and qualification of personnel required for each task or function, consistent with the requirements of leadership, training, rotation, and other considerations for overall Marine Corps effectiveness.

b. A table of organization is issued by the Commandant of the Marine Corps for each activity or type activity of the Marine Corps. Each table of organization includes:

(1) A specific statement of the mission.

(2) The organic structure of the activity.

(3) The number of Marines and other military personnel authorized.

(4) The number of civilian personnel authorized, except for Marine Corps aviation supporting establishments for which the Chief of the Bureau of Naval Weapons establishes allowances.

(5) Appropriate billet titles.

(6) Grades or rates.

(7) Military occupational specialties or job series.

5371 STANDARDS OF CONDUCT RELATING TO PROCUREMENT

1. Policy

a. Business transactions with private firms or individuals shall be conducted for the United States by persons who are free from improper influences which may prejudice the interest of the Government.

b. No action shall be taken which might have the effect of conferring special benefits upon particular individuals or firms, such as giving them information of proposed purchases, unless such benefit is also conferred on other individuals or firms who are justifiably entitled thereto.

2. Responsibility

a. All persons representing the United States in business dealings with private firms or individuals are placed in positions of trust and grave responsibility. Many practices which may be normally and generally accepted in the private business world are not proper for officials and employees who conduct the Government's business. It must be realized that the acceptance of gifts, entertainment, or favors of any kind, no matter how innocently tendered or received, from anyone who seeks or enjoys profitable business dealings with the United States may compromise and embarrass the Marine Corps to the extent of impairing public confidence in the integrity of business relations between the Government and industry. It is therefore essential that all persons who conduct business for the Government set for themselves the highest standards of personal conduct.

b. No person who represents the United States in business dealings with private firms or individuals shall:

(1) Allow himself to be placed in a position where a conflict of interests might arise, or might justifiably be suspected, by reason of the acceptance of entertainment, gifts, or favors of any kind.

(2) Take any action which would result in financial profit for himself or which could influence or be interpreted as influencing the strict impartiality that must prevail in all business relationships where the public interest is involved.

(3) Conduct transactions with business entities in which he has a financial interest. In such cases it is the duty of the person concerned to notify his superior of the facts and request to be relieved of his duty and responsibility in the case.

c. Any superior who believes that an officer or employee reporting to him has a conflict of interests, or is involved in an apparent conflict of interests from the public confidence point of view, shall take prompt action to protect the interests of the United States. This action invariably shall include:

(1) Immediate relief of the officer or employee from further representing the Government in the case.

(2) Investigation of the circumstances.

(3) Procedures to exonorate or discipline the relieved officer or employee as indicated by the facts elicited from the investigation.

5390 MILITARY LEADERSHIP

1. Definition

a. Leadership is the sum of those qualities of intellect, human understanding, and moral character that enables a person to inspire and to control a group of people successfully.

2. Purpose and scope

a. The Marine Corps leadership program objective is to develop the leadership qualities of each Marine to enable him to assume progressively greater responsibilities to the Marine Corps and society.

b. Marine Corps leadership qualities include:

(1) Inspiration -- Personal example of high moral standards reflecting virtue, honor, patriotism, and subordination in personal behavior and in performance.

(2) Technical proficiency -- Knowledge of the military sciences and skill in their application.

(3) Moral responsibility -- Personal adherence to high standards of conduct and the guidance of subordinates toward wholesomeness of mind and body.

3. Responsibility

a. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for establishing and maintaining leadership standards and conducting leadership training within the Marine Corps.

b. Commanders are responsible for:

(1) Implementing the policies and programs directed by higher authority.

(2) Integrating principles and practices of leadership in training programs.

(3) Promoting and safeguarding the morale, the physical well-being, and the general welfare of the personnel under their command.

c. Individual responsibilities of leadership are not dependent upon authority. Each Marine is expected to exert proper influences upon his comrades by setting examples of obedience, courage, zeal, sobriety, neatness, and attention to duty.

d. The special trust and confidence which is expressly reposed in each officer by his commission is the distinguishing privilege of the officer corps. It is the policy of the Marine Corps that this privilege be tangible and real; it is the corresponding obligation of the officer corps that it be wholly deserved.

(1) Commanders will ensure that local policies, directives, and procedures reflect the special trust and confidence reposed in each member of the officer corps. Full credit will be given to his statements and certificates, he will be allowed maximum discretion in the exercise of authority vested in him, and he and his dependents will be accorded all prerogatives and perquisites which are traditional and otherwise appropriate. Except where the security of classified material and installations impose more stringent demands, an officer's uniform will amply attest his status as an officer, and his oral statement will serve to identify him and his dependents.

(2) As a concomitant, commanders will impress upon all subordinate officers the fact that the presumption of integrity, good manners, sound judgment, and discretion, which is the basis for the special trust and confidence reposed in each officer, is jeopardized by the slightest transgression on the part of any member of the officer corps. Any offense, however minor, will be dealt with promptly, and with sufficient severity to impress on the officer at fault, and on his fellow officers, the effects of the offense on the stature and reputation of the officer corps. It is an obligation to the officer corps as a whole, and transcends the bonds of personal friendship.

(3) As a further and continuing action, commanders are enjoined to bring to the attention of higher authority, referencing this paragraph, any situation, policy, directive, or procedure which contravenes the spirit of this paragraph, and which is not susceptible to local correction.

(4) Although this policy is expressly concerned with commissioned officers, its provisions and spirit will, where applicable, be extended to noncommissioned officers, especially staff noncommissioned officers.

4. Personal relations

a. Effective personal relations in an organization can be satisfactory only when there is complete understanding and respect between individuals. Commanders must:

(1) Strive for forceful and competent leadership throughout the entire organization.

(2) Inform the troops of plans of action and reasons therefor, whenever it is possible and practicable to do so.

(3) Endeavor to remove on all occasions those causes which make for misunderstanding or dissatisfaction.

(4) Assure that all members of the command are acquainted with procedures for registering complaints, together with the action taken thereon.

(5) Build a feeling of confidence which will assure the free approach by subordinates for advice and assistance not only in military matters but for personal problems as well.

5. Relations between officers and men

a. Young Marines respond quickly and readily to the exhibition of qualities of leadership on the part of their officers. Each officer must endeavor by all means in his power to develop within himself those qualities of leadership, including industry, justice, self-control, unselfishness, honor, and courage, which will fit him to be a real leader of men and which will aid in establishing the relationship described below.

b. The spirit of comradeship and brotherhood in arms which has traditionally existed throughout the ranks

of the Marine Corps is a vital characteristic of the Corps. It must be fostered and kept alive and made the moving force in all Marine Corps organizations.

c. The relation between officers and enlisted men should in no sense be that of superior and inferior nor that of master and servant, but rather that of teacher and scholar. In fact, it should partake of the nature of the relation between father and son, to the extent that officers, especially commanders, are responsible for the physical, mental, and moral welfare, as well as the discipline and military training of the men under their command who are serving the Nation in the Marine Corps.

(1) The recognition of this responsibility on the part of officers is vital to the well-being of the Marine Corps. It is especially so for the reason that so large a proportion of the men enlisting are under 21 years of age. These men are in the formative period of their lives and officers owe it to them, to their parents, and to the Nation, that when discharged from the service they should be far better men physically, mentally, and morally than they were when they enlisted.

(2) To accomplish this task successfully a constant effort must be made by all officers to fill each day with useful and interesting instructions and wholesome recreation for the men. This effort must be intelligent and not perfunctory, the object being not only to eliminate idleness, but to train and cultivate the bodies, the minds, and the spirit of our men.

d. It will be necessary for officers not only to devote their close attention to the many questions affecting the comfort, health, morals, religious guidance, military training, and discipline of the men under their command, but also to actively enlist the interest of their men in building up and maintaining their bodies in the finest physical condition; to encourage them to improve their professional knowledge and to make every effort by means of historical, educational, and patriotic addresses to cultivate in their hearts a deep abiding love of the Corps and Country.

6. Noncommissioned officers

a. The provisions of subparagraphs 4 and 5 above apply generally to the relationships of noncommissioned officers with their subordinates and apply specifically to noncommissioned officers who may be exercising command authority as provided for in subparagraph 5401.3b.

5400 STATUS, FUNCTIONS, STRENGTH, AND COMPOSITION OF THE UNITED STATES MARINE CORPS

1. Position within the Department of the Navy

a. The United States Marine Corps is an integral part of the Department of the Navy and is, at all times, subject to the laws and regulations established for the Department of the Navy.

b. The Commandant of the Marine Corps commands the Marine Corps and is responsible to the Secretary of the Navy for achieving maximum effectiveness in the support of fundamental naval policy. In the execution of this function, the Commandant of the Marine Corps is the Marine Corps Command Assistant to the Secretary of the Navy.

2. Functions

a. The Marine Corps shall be organized, trained, and equipped:

(1) To provide Fleet Marine Forces of combined arms, together with supporting air components, for service with the United States Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations as may be essential to the prosecution of a naval campaign.

(2) To provide detachments and organizations for service on armed vessels of the Navy, and security detachments for the protection of naval property at naval stations and bases.

(3) To develop, in coordination with the Army, the Navy, and the Air Force, the doctrines, tactics, techniques, and equipment employed by landing forces in amphibious operations. The Marine Corps shall have primary interest in the development of those landing force doctrines, tactics, techniques, and equipment which are of common interest to the Army and the Marine Corps.

(4) To provide, as required, Marine forces for airborne operations, in coordination with the Army, the Navy, and the Air Force and in accordance with doctrines established by the Joint Chiefs of Staff.

(5) To develop, in coordination with the Army, the Navy, and the Air Force, doctrines, procedures, and equipment of interest to the Marine Corps for airborne operations which are not provided for by the Army.

(6) To be prepared, in accordance with integrated joint mobilization plans, for the expansion of the peacetime components to meet the needs of war.

(7) To perform such other duties as the President may direct.

b. Marine Corps aviation shall be organized to provide supporting air components for the Fleet Marine Forces in the seizure or defense of advanced naval bases and in the conduct of such land operations as may be essential to the prosecution of a naval campaign; and, as a collateral function, to participate as an integral component of naval aviation in the execution of such other Navy functions as the fleet commanders may direct.

3. Strength and composition

a. The Marine Corps, within the Department of the Navy, shall be so organized as to include not less than three combat divisions and three air wings, and such other land combat, aviation, and other services as may be organic therein (10 USC 5013).

(1) Except in time of war or national emergency declared by Congress the maximum strength of the Regular Marine Corps authorized by law, excluding retired members, is 400,000 (10 USC 5402).

(2) The composition and distribution of personnel in the Marine Corps, on the basis of budgetary limitations, is prescribed annually in the Personnel Allocation Plan approved by the Secretary of the Navy.

b. The major elements of the Marine Corps are the Regular Establishment and the Reserve Establishment.

(1) The major subdivisions of the Regular Establishment are the operating forces and the supporting establishments.

(2) Subdivisions of the Reserve Establishment are explained in paragraph 5460.

4. Activation, designation, and disbandment of organizations

a. Marine Corps organizations will be activated, designated, and disbanded only on the authority and specific instructions of the Commandant of the Marine Corps.

5401 COMMAND

1. Definition

a. Command is the authority vested in an individual for the direction, coordination, and control of military forces and activities.

b. There are four general components of command; operational control, administrative control, coordination, and technical direction.

(1) Operational control is the direction or authority exercised in those functions of command involving the assignment of missions, tasks, and objectives to subordinate forces, the composition of those forces, and the control of their operations to the extent necessary to accomplish the mission.

(2) Administrative control is the direction or authority exercised in general administration and the administration of personnel, supply, and services.

(3) Coordination is the action necessary to ensure adequately integrated relationships between separate organizations located in the same area. Coordination may include such matters as emergency defense measures, area intelligence and security, area public and labor relations, common supply, utilities, public works, leases and space assignments, transportation, prescription of area uniform regulations, sanitation and health measures, area maintenance of standards in disciplinary, legal assistance, and welfare matters, and other matters in which coordination is considered necessary.

(4) Technical direction is the performance of a specialized or professional service, or the exercise of professional guidance or direction through the promulgation of policies and procedures in technical matters. Technical direction may include:

(a) Establishing standards or procedures for performing a technical function.

(b) Providing professionally trained and qualified personnel to perform a technical function.

(c) Providing professional advice, guidance, or assistance.

(d) Performing a technical function as a service to the command.

2. Application

a. Any or all of the components of command may be assigned to a specific commander. The extent of any commander's responsibilities is determined by his orders and the command relationships established by his superiors. Command, in the absence of limitations imposed by superior authority, embodies responsibility for the exercise of all components of command.

b. The effective execution of the mission of Marine Corps supporting establishments and Marine Corps operating forces assigned to naval shore activities requires direction from both command and business administration authorities of the Department of the Navy. This division of authority permits the chiefs of the bureaus and offices of the Navy Department, who have no command authority in military matters, to exercise control in those areas of business administration and logistics administration and control for which they have been assigned responsibility by the Secretary of the Navy. The required direction is exercised through the channels of military command and management control.

(1) Military command is the exercise of authority and responsibility for naval shore activities or Marine Corps supporting establishments in military matters. It includes the power to exercise direction in all matters when circumstances dictate. Military command includes operational control, administrative control, and the coordination of appropriate military matters.

(2) Management control is the exercise of executive authority and responsibility in business administration matters for the performance of the mission, tasks, and work of naval shore activities or Marine Corps supporting establishments. It normally includes mission planning, activity development and workload planning, internal organization and procedures, budgeting, accounting, staffing, and the utilization of personnel, funds, materials, and facilities. Management control includes responsibility for coordination of matters falling within its scope. It also normally includes responsibility for technical direction. However, since the assignment of responsibility for tech-

nical direction varies with the particular function or technical matter involved, the Secretary of the Navy or the Commandant of the Marine Corps, as appropriate, may assign specific responsibilities for technical direction separately from management control.

c. Military command and management control, as separate channels of command, are not present in the exercise of command within Marine Corps operating forces which are not part of a naval shore activity. The business administration functions of command are limited by the overriding considerations of operational missions. All matters, including such aspects of business administration as may be involved, are exercised through the chain of command established for the operating forces.

3. The Commander

a. A commander is one who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to the transfer, incapacity, death, or absence of the officer whom he succeeds. Marine Corps commanders are titled as Commandant, Commander, Commanding General, Commanding Officer, Director, or Inspector-Instructor. Other titles used to designate Marine Corps commanders shall be made only with specific approval of the Commandant of the Marine Corps.

b. The titles, Officer in Charge or Noncommissioned Officer in Charge, do not normally denote a commander. However, in specific instances superiors in the chain of command may delegate command authority to Officers in Charge and Noncommissioned Officers in Charge to the extent required for them to carry out their assigned tasks.

c. The following are inherent features in the office of command:

(1) Precedence over all persons commanded.

(2) Power to enforce the official will of the commander through the issuance of necessary directives.

(3) Authority to make inspections to assure compliance with such directives.

(4) Authority to initiate or apply authorized disciplinary measures.

4. Command responsibility and authority

a. The responsibility of the commander for his command is absolute except to the extent that he is relieved of responsibility by competent authority or by regulations. While he may, at his discretion, and when not contrary to law or regulations, delegate authority to his subordinates for the execution of details, such delegation of authority does not relieve the commander of his responsibility for the safety, well-being, and efficiency of his entire command. He shall ensure that the delegated authority is properly exercised and that his orders and instructions are properly executed.

b. The authority of the commander is commensurate with his responsibility, subject to the limitations prescribed by law and regulations.

5. Eligibility to command

a. Any commissioned, warrant, or noncommissioned officer of the Marine Corps is eligible to command activities of the Marine Corps subject to limitations imposed by the Commandant or higher authority.

b. Command is exercised by virtue of office or by special assignment. An officer without orders from competent authority cannot assign himself to command by virtue of his commission alone. Marine commanders are assigned to command, or they succeed to command in accordance with paragraph 5402 and U. S. Navy Regulations.

c. An officer under arrest or suspended from duty cannot exercise command of any kind. He is deprived of all

authority to give orders or exact obedience from his juniors or to perform any other duties that go with the exercise of command.

6. Limitations on assignment to command

a. The officer detailed to command a Marine Corps air activity on shore (Base, Station, Facility, Auxiliary Landing Field, Aviation Detachment, Aviation Reserve Training Detachment) or a Marine Corps air unit organized for flight tactical purposes, shall be an officer of the Marine Corps qualified as a naval aviator. Command of Marine Corps air units organized for administrative and/or support purposes and which are not directly responsible for the operation of assigned aircraft, may be assigned to officers not qualified as naval aviators.

7. Chain of command

a. The chain of command varies with the component of command involved. All orders and instructions from higher echelon to lower echelons should be issued through the chain of command, as far as practicable. An individual or unit must have but one immediate commander from whom all orders and instructions related to a given function are received.

8. Command relationships

a. Command relationships delineate the extent of authority and responsibility for the various components of command which exists between commanders. Specific application of command relations is found in other portions of this manual and pertinent Navy and Marine Corps publications. Satisfactory relationships should be attained through the intelligent interpretation of these directives. Cases of doubtful relationships or jurisdiction will be referred to the Commandant of the Marine Corps for decision.

9. Senior Marine Officer Present

a. When two or more activities of the Marine Corps are present in the same area, the senior officer in command shall coordinate all such activities unless otherwise directed by competent authority. An officer exercising coordination by virtue of the provisions contained herein shall be known as the Senior Marine Officer Present. Any officer who assumes the authority of this office shall notify the next senior mutual commander of this fact.

10. Command of troops embarked as passengers aboard a vessel or other carrier.

a. The following will apply when troops are embarked as passengers aboard a Navy vessel or aircraft:

(1) When troops are embarked as passengers aboard Navy vessels or aircraft, the regularly assigned commanding officer of a unit of the Marine Corps or the senior commanding officer present of several organized Marine units embarked shall continue to exercise full command of his unit or the coordination of the several units. He shall assume command of all casual Marines junior to him. Marine Corps officers exercising command of a Marine Corps unit or Marine Corps casual passengers are subject to the authority of the commanding officer of the vessel or aircraft as prescribed in U. S. Navy Regulations. The administration of units shall be through the normal command organization of the unit.

(2) When Marines who are not regularly organized into a unit or units are embarked as passengers aboard Navy vessels or aircraft and there is no regularly organized unit aboard, or a commander has not been designated by competent authority, the senior Marine Corps officer aboard who is eligible to command and is junior to the commanding officer of the vessel or aircraft shall assume command of all casual Marines junior to him. He is responsible to the commanding officer of the vessel or aircraft in accordance with the provisions of U. S. Navy Regulations and applicable directives. Disciplinary authority is vested in the commanding officer of the Navy vessel or aircraft upon which embarked.

(3) Nothing in the foregoing shall be construed as impairing the paramount authority of the commanding officer of the vessel or aircraft over all passengers embarked.

(4) The foregoing provisions shall also apply to passengers embarked aboard a vessel of the Military Sea Transportation Service operating under a master provided that the authority over passengers is exercised by the commanding officer of the military department of such Military Sea Transportation Service vessel. Flag or general officers are normally exempt from the administrative control of the military department of a Military Sea Transportation Service vessel except that such officers shall comply with all orders pertaining to the safety of the ship or persons embarked.

b. The provisions outlined in subparagraphs a(1) and a(2), above, are applicable in the same manner when Marines are embarked on an Army or Air Force vessel or aircraft except that the commanding officer of the vessel or aircraft is not authorized to impose punishment upon them. In the event that there is no regularly organized Marine Corps unit aboard, an offender against regulations should be restrained and be delivered to naval custody upon debarkation.

c. The following will apply when troops are embarked as passengers aboard carriers other than those referred to in subparagraphs a, and b, above:

(1) The regularly assigned commanding officer of a unit of the Marine Corps or the senior commander of several organized units embarked aboard government or public carriers other than military or naval vessels or aircraft shall exercise full command of his unit or the coordination of the several units. He will further assume command of all casual Marines junior to him.

(2) The senior Marine Corps officer or noncommissioned officer eligible to command shall assume command of all troops embarked when Marines are not regularly organized into a unit or units. Offenders, in the event of violations of regulations by any Marines embarked, shall be restrained and delivered to naval custody upon debarkation.

5402 DELEGATION OF AUTHORITY AND SUCCESSION TO COMMAND

1. Delegation of authority

a. When not contrary to law or regulations, a commander may delegate specific authority to his subordinates to assist him in the performance of his command functions. However, the commander retains full responsibility for the performance of those duties which he delegates. He must ensure that delegated authority is properly exercised and that his orders and instructions are properly executed.

2. Succession to command

a. The senior Marine Corps officer eligible to command and regularly assigned to the unit shall succeed to command in the event of the transfer, death, or incapacity of the commander of the unit and, if the latter so directs, at other times during the absence of such officer unless succession to command by a deputy or other officer has been prescribed by law or competent authority. When a commander is absent and has not directed succession to command during his absence, the officer who would otherwise succeed to command shall have authority to issue the orders required to carry on the established routine and to perform the administrative functions of the command and shall be the commander for purposes of military justice, emergencies, and other unforeseen situations requiring his action.

b. An officer who succeeds to command assumes command responsibility for the unit, including all orders in force at the time and all public property and funds pertaining to his command.

c. An officer who succeeds to command during the temporary absence of the commanding officer shall make no changes in the existing organization and shall endeavor to have the routine and other affairs of the unit carried out in the usual manner.

3. Deputy commander

a. A deputy commander is an officer assigned by law, regulation, or orders of competent authority to succeed to command. A deputy shall always act in the absence of the officer for whom he is deputy. At such time as the officer for whom he is deputy is present, a deputy shall exercise command or control only over activities and matters specified in his orders or as directed by his superior.

4. Executive officer

a. The executive officer shall be an officer of the organization who is eligible to succeed to command, and normally will be the officer next in rank to the commander. As the direct representative of the commander, all orders issued by the executive officer shall have the same force and effect as though issued by the commander. The executive officer shall conform to and effectuate the policies and orders of the commander and shall be prepared to assume command at any time the need should arise.

5. Limitations on succession to command

a. Limited duty officers, chief warrant officers, and warrant officers may succeed to command only of those activities which have a primary function corresponding to a military occupational specialty of the officer concerned.

b. Women Marine officers may succeed to command only at those activities which have the administration of Women Marines as their primary function.

c. The officer succeeding to command of a Marine aircraft squadron, group, or wing, shall be a Marine Corps officer qualified as a naval aviator.

6. Duty officers

a. Officers of the day and other duty officers of Marine Corps activities, regardless of title, are the direct representatives of the commander while performing such duties, and are vested with the authority of the commander, except as limited by law, regulations, or the instructions issued by the commander.

b. Commanders shall assign as duty officers only those officers of their commands who are fully qualified to perform such duties as are involved.

7. Authority of Women Marines

a. The military authority which Women Marines may exercise in the performance of their duties is the same as that authorized male personnel of the same grade and performing similar duties.

5410 INTERSERVICE COMMAND RELATIONS

1. Navy-Marine Corps

a. Command relations between Navy and Marine Corps commands are prescribed by the Secretary of the Navy.

b. The management control of Marine Corps activities and facilities, the service expenses of which are borne by the Marine Corps, is retained by the Commandant of the Marine Corps.

2. Authority of Marine Corps officers over naval forces

a. An officer of the Marine Corps, when detailed by the Secretary of the

Navy or a commander in chief, shall have and may exercise such authority as is necessary to direct the operations of all naval forces assigned to him.

3. Command of troops embarked as passengers aboard Army, Navy, or Air Force vessels and aircraft.

a. See paragraph 5401.

5420 MARINE CORPS BOARDS AND COMMITTEES

1. Definition

a. A committee is defined as a body of persons with a collective responsibility appointed to consider, investigate, advise or take action, and usually to report. The prime characteristic is the corporate or collective responsibility, which is formally established by charter, precept, exchange of letters, directive, statute, or other terms of reference.

(1) The term "committee" is used herein in its generic sense applying to any committee, council, board, panel, subcommittee, commission, advisory group or other similar specific corporate bodies including ad hoc organization.

(2) The definition does not preclude the use of specific terms to designate corporate bodies nor is there any intention to affect the identity, composition and functions of existing bodies more especially Boards, such as selection boards which are established by law.

2. Authorities

a. The Commandant of the Marine Corps is authorized to establish, disestablish, or alter Marine Corps committees as required, except those which are convened by the Secretary of the Navy in accordance with law or other direction.

b. Commanding officers and such others as may be designated are authorized to establish and disestablish committees deemed necessary in accomplishing their assigned responsibilities, provided that this provision is not intended to contravene any restriction prescribed by law or other proper authority as regards the establishment of particular boards or other committees.

3. Policy

a. Committees will be established to perform a given function only after a clear showing has been made that it affords a more effective, expeditious or economical means of accomplishing the objective and that its membership will be representative of a cross section of available ability among knowledgeable individuals who do not have unilateral or self-interests only.

b. Committees may be used in an advisory capacity, but will not be established to perform duties, responsibilities and functions which can be achieved effectively through normal command or staff functions.

5430 DEPARTMENT OF THE NAVY AND HEADQUARTERS, UNITED STATES MARINE CORPS

1. Department of the Navy

a. The Department of the Navy consists of:

(1) The Operating Forces of the Navy, which comprise the several fleets, seagoing forces, seafrontier forces, district forces, Fleet Marine Forces and other assigned Marine Corps forces, the Military Sea Transportation Service, and such shore activities of the Navy and other forces and activities as may be assigned to the Operating Forces of the Navy by the President or the Secretary of the Navy.

(2) The Navy Department, which is the central executive authority of the Department of the Navy located at the seat of government and organizationally comprises the Office of the

Secretary of the Navy; the Office of the Chief of Naval Operations; the Headquarters, United States Marine Corps; the bureaus, boards and offices of the Navy Department; and the Headquarters, United States Coast Guard, when the Coast Guard is operating as part of the Navy pursuant to law.

(3) The Shore Establishment, which comprises all activities of the Department of the Navy not assigned to the Operating Forces of the Navy and not a part of the Navy Department. This includes those operating forces of the Marine Corps which are not assigned to the Operating Forces of the Navy or to a unified or specified combatant command.

2. Headquarters, United States Marine Corps

a. Headquarters, U.S. Marine Corps, consists of the Commandant of the Marine Corps and those staff agencies which advise and assist the Commandant in the discharge of his responsibilities. The internal organization of Headquarters Marine Corps is depicted in figure 5-1.

b. The Commandant of the Marine Corps is the senior officer of the United States Marine Corps. He commands the Marine Corps and is directly responsible to the Secretary of the Navy for its administration, discipline, internal organization, unit training, requirements, efficiency, and readiness, and for the total performance of the Marine Corps. When performing these functions, the Commandant of the Marine Corps is not a part of the permanent command structure of the Chief of Naval Operations. However, there must be a close cooperative relationship between the Chief of Naval Operations as the senior military officer of the Department and the Commandant of the Marine Corps who has command responsibility for the Marine Corps. The Commandant of the Marine Corps has an additional direct responsibility to the Chief of Naval Operations for the readiness and performance of those elements of the operating forces of the Marine Corps assigned to the Operating Forces of the Navy. Such Marine Corps forces, when so assigned, are under the command of the Chief of Naval Operations; such command, with respect to Marine Corps forces assigned to unified and specified combatant commands shall be exercised in a manner consistent with the full operational command vested in their unified and specified combatant commanders. The Commandant also meets as a coequal with the Joint Chiefs of Staff when matters of direct concern to the Marine Corps are being considered. The Commandant is responsible for keeping the Secretary of the Navy informed on these matters. In addition, the Commandant of the Marine Corps is assigned the following duties:

(1) Responsibility for that portion of the task of "logistics administration and control" of the Department of the Navy which embraces:

(a) Planning, forecasting, and determining the requirements of the Marine Corps for equipment, materiel, personnel, and supporting services.

(b) The determination of Marine Corps characteristics of equipment and materiel to be procured or developed and the training required to fit Marine Corps personnel for combat.

(c) Collaborating with the Civilian Executive Assistants in fullfillment of requirements of the Marine Corps.

(2) Responsibility for the task of "business administration" of the Marine Corps in collaboration with the Civilian Executive Assistants.

(3) The providing of technical advice to the Secretary of the Navy, the Civilian Executive Assistants, and the Chief of Naval Operations in the formulation of policies and procedures for the Department of the Navy.

(4) The development, in coordination with the Army, the Navy, and the Air Force, of the doctrines, tactics,

techniques, and equipment employed by landing forces in amphibious operations.

(5) Regularly attending meetings of the Armed Forces Policy Council.

c. The Assistant Commandant of the Marine Corps performs the duties of the Commandant during the latter's absence or disability, and performs such other duties as the Commandant may specifically direct.

d. The Commandant's staff is composed as follows:

(1) The Chief of Staff is the Commandant's executive officer. He directs, coordinates, and supervises staff activities at Headquarters Marine Corps, and performs such other duties as the Commandant may specifically direct. He performs the duties of the Assistant Commandant in the latter's absence.

(2) The Deputy Chief of Staff (Plans and Programs) serves as the Operations Deputy for the Marine Corps in the discharge of the Commandant's responsibilities with respect to the Joint Chiefs of Staff. He coordinates staff action in support of the Commandant in matters requiring Joint Chiefs of Staff participation and in other Joint Service matters. He assists the Chief of Staff in directing, coordinating, and supervising staff activities in the fields of planning, programming, and budgeting, and performs other duties as the Chief of Staff may specifically direct.

(3) The Deputy Chief of Staff (Research and Development) assists the Chief of Staff in directing, coordinating, and supervising staff activities in the fields of research and development, and test and evaluation. He performs such other duties as the Chief of Staff may specifically direct.

(4) The Deputy Chief of Staff (Air) assists the Chief of Staff in directing, coordinating, and supervising staff activities in the fields of air support, air defense, and aerospace matters. In addition, he acts in the following capacities: Assistant Chief of Naval Operations (Marine Aviation); and Director, Marine Aviation Division in the Office of the Deputy Chief of Naval Operations (Air). As Assistant Chief of Naval Operations (Marine Aviation) he assists the Deputy Chief of Naval Operations (Air) to ensure that Marine Aviation plans and programs are in all respects adequate. As director, Marine Aviation Division in the Office of Deputy Chief of Naval Operations (Air), he is responsible for formulating and coordinating plans and initiating action to fulfill the requirements of Marine Aviation, regular and reserve, in matters of organization, personnel, operational readiness, and logistic support to ensure that Marine Aviation is developed in concert with the overall naval aviation program.

(5) The Assistant Chief of Staff, G-1 formulates and promulgates plans and policies concerned with military and civilian personnel administration and manpower management, including the determination of requirements, establishment of allowances, and the distribution and utilization of all personnel under the control of the Marine Corps; and coordinates budget activities relating to the appropriation "Military Personnel, Marine Corps."

(6) The Assistant Chief of Staff, G-2 formulates plans and policies pertaining to intelligence, counterintelligence, electronic warfare, and security of information.

(7) The Assistant Chief of Staff, G-3 develops and coordinates strategic plans and joint service operational plans for the Marine Corps; establishes the operational requirements for, and supervises the development, in coordination with the other Services, of doctrines, tactics and techniques employed by landing forces in amphibious operations; coordinates the formulation of policies, plans, and programs for the organization, training, mobilization, and demobilization of all components of the Marine Corps; supervises

the training and combat readiness of the Fleet Marine Forces (less aviation); coordinates planning within Headquarters Marine Corps for mobilization and continuity of government; and supervises the historical (less Marine Corps Museums), competitive marksmanship, and ground operational photographic (less intelligence) activities of the Marine Corps.

(8) The Assistant Chief of Staff, G-4 formulates logistics plans, policies, and programs for the Marine Corps; exercises staff supervision of logistics matters pertaining to materiel readiness of the operating forces and to the logistic capabilities of the supporting establishments; coordinates budget activities relating to the Procurement appropriation and the Operation and Maintenance appropriation; develops, executes, and reviews the materiel research and development program; coordinates matters relating to international standardization; formulates policies relating to the development, operation, and maintenance of Marine Corps facilities and installations and ensures that these installations are capable of supporting peacetime requirements and that plans are current and effective for installations support of mobilization requirements.

(9) The Director of Personnel, Marine Corps is responsible for the procurement, administration, distribution, appointment, promotion, retirement, discipline, welfare, and discharge of officer and enlisted personnel; the adjudication of personal claims; casualty processing; maintenance of personnel records; and for coordination of requirements for data from the Personnel Accounting System which are needed for personnel operations.

(10) The Quartermaster General of the Marine Corps is responsible for the management of the Marine Corps Supply System; the acquisition, construction, leasing, technical inspection, maintenance, alteration, and disposition of facilities, including real estate, public works, and utilities at installations under the Commandant's management control; and is the Marine Corps Stock Fund manager.

(11) The Director, Marine Corps Reserve formulates plans and policies relating to the Reserve; executes approved plans and policies for the organization, training, and administration of the Marine Corps Reserve; and coordinates budget activities relating to the Reserve Personnel appropriation.

(12) The Fiscal Director of the Marine Corps is responsible for the formulation of fiscal policy and for fiscal and disbursing administration in the Marine Corps, to the end that fiscal and disbursing actions, policies, and procedures of the Marine Corps will be in conformity with law, good business practices, and applicable policies, procedures, and regulations issued by higher authority.

(13) The Inspector General of the Marine Corps conducts inspections and investigations as directed by the Commandant and administers the program for the auditing of all nonappropriated funds in the Marine Corps.

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may be appropriate."

internal information matters over which he has been assigned cognizance.

(15) The Director, Policy Analysis Division examines current or projected Marine Corps policy for continuity, coordination, and timeliness.

(16) The Director, Administrative Division plans, coordinates, and supervises administrative and management services in support of internal Headquarters Marine Corps activities and, within the scope of established policy, furnishes Marine Corps field commands guidance and support in the areas of management engineering, industrial relations, and publications and printing.

(17) The Director, Data Systems Division is responsible for the development of objectives, concepts, policies, plans and programs for data

system activities. The Director further serves as the Data Systems Director of the Marine Corps for coordinating the design, development, implementation, and operation of information systems.

(18) The Director, Marine Corps Command Center is responsible for the supervision of a continuously-manned, secure operating facility appropriately staffed and equipped to maintain communication linkage with the National Military Command Center, its alternates, other Service command centers, the command centers of the Unified and Specified Commands, and all major Marine Corps installations for the purpose of providing for the rapid receipt and dissemination of instructions and information.

(19) The Legislative Assistant to the Commandant advises the Commandant and his staff on legislative matters, coordinates the preparation of the Marine Corps position on bills and legislative proposals, and provides such legal counsel on these and other matters as the Commandant may direct.

(20) The Counsel for the Commandant advises the Commandant, staff agencies and field activities on matters relating to business and commercial law and other matters within the cognizance of the General Counsel for the Department of the Navy of which the office is a part.

(21) The Director of Women Marines advises the Commandant and his staff on policy and procedural matters directly related to Women Marines and may initiate or formulate policies relating to Women Marines.

(22) The Medical Officer, USMC advises the Commandant on all matters related to medical services.

(23) The Dental Officer, USMC advises the Commandant on all matters related to dental services.

(24) The Chaplain, USMC advises the Commandant on all matters related to religious affairs.

(25) The Sergeant Major of the Marine Corps advises the Commandant in matters pertaining to enlisted personnel and assists the Commandant in the performance of his duties.

3. Field activities of Headquarters Marine Corps

a. Field Supply Analysis Offices are field activities of Headquarters Marine Corps under the staff cognizance of the Quartermaster General of the Marine Corps. They are attached, for administrative purposes only, to designated Marine Corps activities to provide convenient geographical locations to facilitate the accomplishment of their mission. They are responsible for the review of procedures, methods,

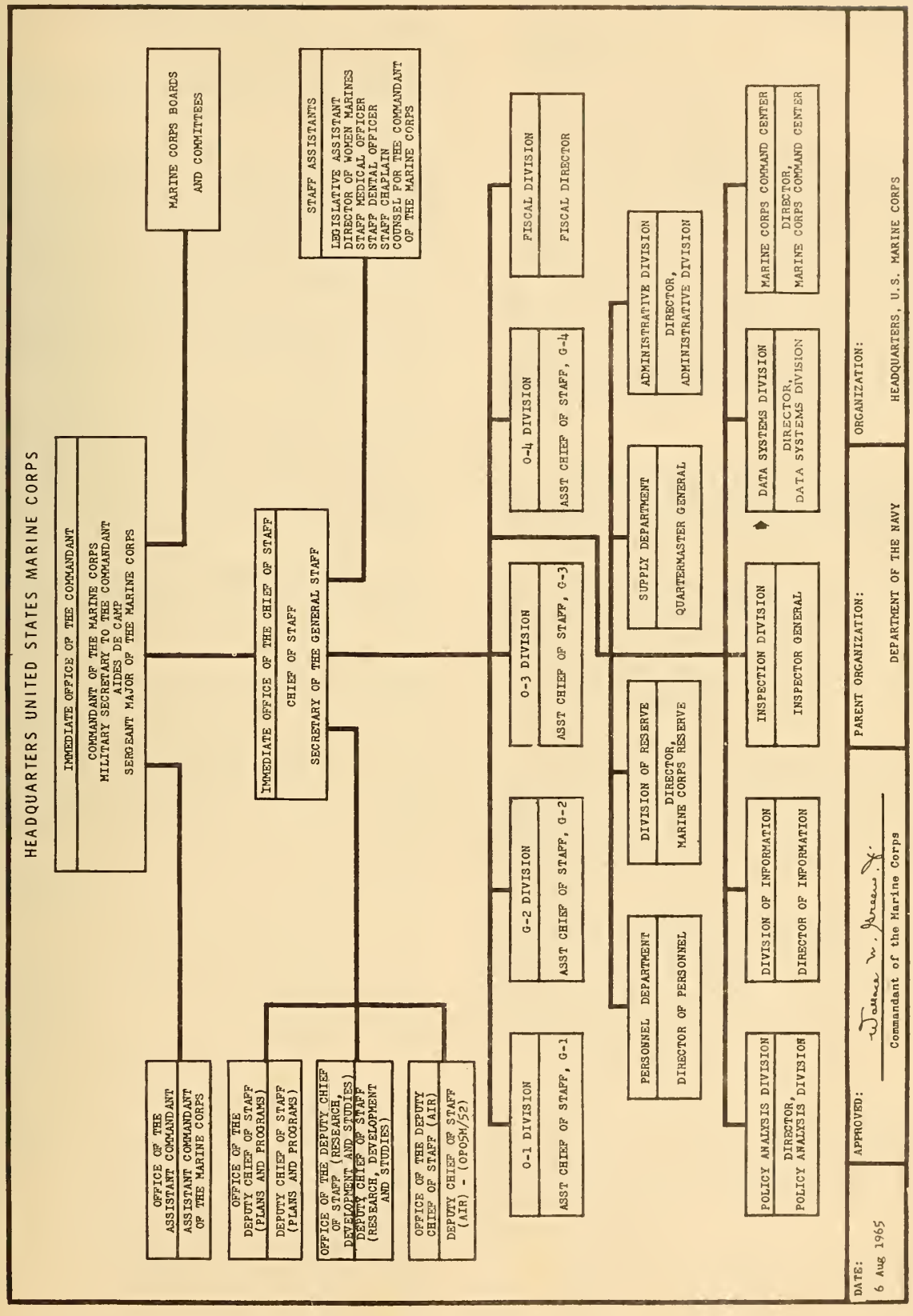
HEADQUARTERS UNITED STATES MARINE CORPS
IMMEDIATE OFFICE OF THE COMMANDANT
COMMANDANT OF THE MARINE CORPS
MILITARY SECRETARY TO THE COMMANDANT
AIDES DE CAMP
SERGEANT MAJOR OF THE MARINE CORPS
MARINE CORPS BOARDS AND COMMITTEES
STAFF ASSISTANTS
LEGISLATIVE ASSISTANT
DIRECTOR OF WOMEN MARINES
STAFF MEDICAL OFFICER
STAFF DENTAL OFFICER
STAFF CHAPLAIN
COUNSEL FOR THE COMMANDANT OF THE MARINE CORPS
IMMEDIATE OFFICE OF THE CHIEF OF STAFF
CHIEF OF STAFF
SECRETARY OF THE GENERAL STAFF
OFFICE OF THE ASSISTANT COMMANDANT
ASSISTANT COMMANDANT OF THE MARINE CORPS
OFFICE OF THE DEPUTY CHIEF OF STAFF (PLANS AND PROGRAMS)
DEPUTY CHIEF OF STAFF (PLANS AND PROGRAMS)
OFFICE OF THE DEPUTY CHIEF OF STAFF (RESEARCH, DEVELOPMENT AND STUDIES)
DEPUTY CHIEF OF STAFF (RESEARCH, DEVELOPMENT AND STUDIES)
OFFICE OF THE DEPUTY CHIEF OF STAFF (AIR)
DEPUTY CHIEF OF STAFF (AIR) - (OPO5M/52)
G-1 DIVISION
ASST CHIEF OF STAFF, G-1
G-2 DIVISION
ASST CHIEF OF STAFF, G-2
G-3 DIVISION
ASST CHIEF OF STAFF, G-3
G-4 DIVISION
ASST CHIEF OF STAFF, G-4
FISCAL DIVISION
FISCAL DIRECTOR
PERSONNEL DEPARTMENT
DIRECTOR OF PERSONNEL
DIVISION OF RESERVE
DIRECTOR, MARINE CORPS RESERVE
SUPPLY DEPARTMENT
QUARTERMASTER GENERAL
ADMINISTRATIVE DIVISION
DIRECTOR, ADMINISTRATIVE DIVISION
POLICY ANALYSIS DIVISION
DIRECTOR, POLICY ANALYSIS DIVISION
DIVISION OF INFORMATION
DIRECTOR OF INFORMATION
INSPECTION DIVISION
INSPECTOR GENERAL
DATA SYSTEMS DIVISION
DIRECTOR, DATA SYSTEMS DIVISION
MARINE CORPS COMMAND CENTER
DIRECTOR, MARINE CORPS COMMAND CENTER
DATE:
6 Aug 1965
APPROVED:
Wallace M. Greene, Jr.
Commandant of the Marine Corps
PARENT ORGANIZATION:
DEPARTMENT OF THE NAVY
ORGANIZATION:
HEADQUARTERS, U.S. MARINE CORPS

Figure 5-1

and operations employed by organizations within their assigned areas to ensure conformance with prescribed procedures and regulations and that efficiently administered supply programs are in effect.

b. Offices of Area Auditors are field activities of Headquarters Marine Corps under the staff cognizance of the Inspector General, Marine Corps. They are attached to the headquarters of major commands for administrative purposes only. Area Auditors are responsible for conducting internal audits and inspections of nonappropriated fund activities within their assigned areas.

c. The Marine Corps Museum, located at the Marine Corps Schools, Quantico, Virginia, is a field activity of Headquarters Marine Corps under the staff cognizance of the Chief of Staff. (See par. 5750.)

5440 MARINE CORPS OPERATING FORCES

1. Composition

a. The operating forces of the Marine Corps consist of:

(1) Fleet Marine Forces.

(2) Complements aboard naval vessels.

(3) Security forces at Navy shore activities.

(4) Special activities.

(5) Combat forces not otherwise assigned.

2. Fleet Marine Forces

a. The Fleet Marine Forces are integral parts of the United States fleets or naval forces to which assigned. They have the status of a fleet-type command and are subject to the operational control of the respective fleet commanders except for individual and unit training, control of which is retained by the Commandant of the Marine Corps. Administrative control is exercised by the Commandant of the Marine Corps.

b. The specific missions of the Fleet Marine Forces are:

(1) To serve with the fleets in the seizure or defense of advanced naval bases and in the conduct of such land operations as may be essential to the prosecution of a naval campaign.

(2) To participate, as directed by the Commandant of the Marine Corps, in the development of doctrines, tactics, techniques and equipment used by landing forces in amphibious operations.

(3) To train and equip Marine Corps forces for airborne operations as directed by the Commandant of the Marine Corps.

(4) To train the maximum number of personnel to meet requirements for expansion during time of war.

(5) To perform such other duties as may be directed.

c. A Fleet Marine Force consists of a headquarters, the force troops, appropriate supply and service organizations, one or more divisions or brigades, and one or more aircraft wings or groups.

d. The Commandant of the Marine Corps may assign a commander of a Fleet Marine Force unit stationed at a Marine Corps installation within the continental United States to command the installation at which located.

3. Complements aboard naval vessels

a. Marine detachments assigned to duty on board armed vessels of the Navy are distinct and integral parts of the complements of the ships and are governed by U.S. Navy Regulations. Their mission is:

(1) To provide a unit organized and trained for operations ashore, as

part of a landing force from vessels of a fleet, or as an independent force for limited operations.

(2) To provide gun crews as required.

(3) To provide internal security for the vessel.

b. Marines may be assigned to communications, staff, liaison, logistics, aviation, and other duties afloat, when so ordered by competent authority.

4. Security forces

a. Marine Corps security forces are assigned to Navy shore activities within and beyond the continental limits of the United States.

b. The mission of the security forces is to provide security as directed by the Chief of Naval Operations in coordination with the Commandant of the Marine Corps. They also perform such additional functions as may be directed by the Commandant of the Marine Corps.

5. Special activities

a. Marine Corps special activities are those which are responsible for providing security or service, or for performing certain special type duties, for agencies other than those of the Department of the Navy.

b. The assignment of personnel to and the mission of Marine Corps special activities is specified by the agency supported and approved by the Commandant of the Marine Corps.

6. Combat forces not otherwise assigned

a. Marine Corps combat forces not otherwise assigned consist of Fleet Marine Force-type organizations which are undergoing training, equipping, or development prior to assignment to the Fleet Marine Forces.

5450 MARINE CORPS SUPPORTING ESTABLISHMENTS

1. Composition

a. Marine Corps supporting establishments are those Marine Corps activities which are not part of the Marine Corps operating forces. They include:

(1) Marine Corps bases, camps, and unit training centers.

(2) Marine Corps aviation installations.

(3) Marine Corps supply installations.

(4) Marine Corps individual training installations.

(5) Marine Corps reserve and recruiting activities.

(6) Special supporting establishments.

2. Mission

a. The mission of Marine Corps supporting establishments is to provide the development, procurement, training, administration, and logistical support required to perform the mission of the Marine Corps.

3. Marine Corps bases, camps, and unit training centers

a. Marine Corps bases, camps, and unit training centers are organized to support and contribute to the readiness of the Fleet Marine Force units or other units based thereon. They shall provide housing, training facilities, logistical support, administrative support, research and development support, and other support as directed by their individual mission assignments.

b. They are under the military command and management control of the Commandant of the Marine Corps.

4. Marine Corps aviation installations

a. Marine Corps aviation installations support and contribute to the readiness of Fleet Marine Force units or other units, including Navy aviation units, based thereon.

b. Marine Corps aviation installations within the continental limits of the United States are under the military command of the Commandant of the Marine Corps; those outside the continental limits of the United States are under the military command of cognizant Naval Air Bases commanders. All Marine Corps aviation installations are under the management control of the Chief, Bureau of Naval Weapons.

5.. Marine Corps supply installations

a. Marine Corps supply installations include the Marine Corps Supply Activity, Philadelphia, Pennsylvania; supply centers; and field depots.

b. The mission of the Marine Corps Supply Activity, Philadelphia, Pennsylvania is to:

(1) Serve as inventory control point for items assigned.

(2) Provide cataloging support for all items of Marine Corps materiel.

(3) Procure or manufacture, store, and distribute, specified items of clothing, textiles, footwear, and publicity media.

(4) Store and distribute publications.

(5) Test textile materials and findings as directed.

(6) Procure and inspect end items of equipment as directed.

c. Marine Corps supply centers are major logistical establishments which:

(1) Function as area supply centers for classes of supply as assigned.

(2) Function as area repair centers for all types of equipment to include:

(a) Depot maintenance (fifth echelon) for Marine Corps units and activities as directed by the Commandant of the Marine Corps.

(b) Field maintenance for units not having this capability and when directed by Commandant of the Marine Corps.

(c) Overflow field maintenance for supported units and activities, as necessary.

(3) Function as manufacturing centers, when directed.

(4) Exercise technical direction with respect to designated assets of the stock accounts located within their respective coastal complexes.

d. Marine Corps field depots are additional supply installations which are normally established under conditions of mobilization. They are semimobile, subarea logistical support facilities which provide logistical support for designated operating forces, including units in a rehabilitation status. They are under the direct military command and management control of the Commandant of the Marine Corps. When located beyond the continental limits of the United States, military command is exercised by the Commandant through the appropriate Fleet Marine Force commander. Coordination relationships are determined by applicable force, area, or Department of the Navy directives.

e. Supply installations are under the military command and management control of the Commandant of the Marine Corps and perform individual missions as assigned by the Commandant.

6. Marine Corps individual training installations

a. Marine Corps individual training installations include the Marine

Corps Schools, Quantico, Virginia; recruit depots; and special schools. They are under the military command and management control of the Commandant of the Marine Corps.

b. The Marine Corps Schools, Quantico, Virginia shall be organized and equipped for military schooling of officer and enlisted personnel and for development of the doctrines, tactics, techniques, and equipment employed by landing forces in amphibious operations.

(1) The Marine Corps officer assigned to command the Marine Corps Schools shall have the title of Commandant, Marine Corps Schools. He shall also be assigned additional duty as Coordinator of Landing Force Development Activities and shall be the field representative of the Commandant of the Marine Corps in matters pertaining to landing force development.

c. The Commandant of the Marine Corps may authorize special schools for the purpose of accomplishing specific educational or training missions. The location, composition, and command relations involved shall be as directed by the Commandant upon the activation of such schools.

7. Marine Corps reserve and recruiting service activities

a. Marine Corps reserve and recruiting service activities are those activities which:

(1) Have a primary mission to support the Marine Corps Reserve.

(2) Have a primary mission to administer the Marine Corps recruiting program.

(3) Have a dual mission of supporting the Reserve and administering the recruiting program.

b. Marine Corps Reserve activities shall be organized to enlist, administer, train, and otherwise support individuals and units of the Marine Corps Reserve as specified in their individual missions assigned by the Commandant of the Marine Corps.

c. Marine Corps recruiting service activities have a primary mission of procuring personnel for the regular component. Additional missions are assigned by the Commandant of the Marine Corps.

d. The recruiting service is organized to ensure the most effective and adequate distribution of the Marine Corps recruiting effort.

(1) Marine Corps reserve and recruitment districts are established by the Commandant of the Marine Corps. Each district is commanded by a director who is responsible to the Commandant for all reserve and recruiting service matters within his assigned area.

(2) Marine Corps recruiting stations, each commanded by an officer in charge, are established within reserve and recruitment districts in numbers as specified by the Commandant of the Marine Corps. Geographical areas of responsibility assigned to each station are designated by district directors.

(3) Recruiting substations are established within areas assigned to recruiting stations when determined to be necessary by district directors, in numbers as specified by the Commandant of the Marine Corps.

8. Special supporting establishments

a. Special supporting establishments include the Marine Barracks, Washington, D.C.; Headquarters Battalion, United States Marine Corps, Washington, D.C.; and such other activities that do not fall within the scope of the other types of Marine Corps supporting establishments and which are not part of the Marine Corps operating forces.

b. The Marine Barracks, Washington, D.C., in addition to the administrative and logistical support mission assigned, operates the Marine Corps Institute.

(1) The Marine Corps Institute provides correspondence courses designed to contribute to the military proficiency of individual Marines, and prepares promotion examinations as directed by the Commandant of the Marine Corps.

(2) The commanding officer of the Marine Barracks shall also be the Director, Marine Corps Institute.

c. Headquarters Battalion, Headquarters, United States Marine Corps, Washington, D.C. provides administrative and logistical support for Marine Corps personnel and activities as directed by the Commandant; provides Marine Corps security force personnel for the Navy Department in the Washington, D.C. area; and administers the State Department Security Guard Program as enumerated in the Defense-State Department Agreement.

5460 MARINE CORPS RESERVE

1. Mission

a. The mission of the Marine Corps Reserve is to provide trained and qualified individuals to be available for active duty in time of war, national emergency, and at such other times as national security may require.

2. Control and administration

a. The Marine Corps Reserve shall be organized, administered, trained, and supplied under the direction of the Commandant of the Marine Corps.

b. Officers on the staff of the Commandant of the Marine Corps shall hold the same relationships and responsibilities to the Marine Corps Reserve as they do to the Regular Marine Corps.

c. Certain reserve officers shall be assigned to duty at Headquarters Marine Corps and at such field headquarters as necessary to participate in the preparation and administration of policies and regulations affecting the reserve component.

d. A Marine Corps Reserve Policy Board is appointed by the Secretary of the Navy. The board is convened at Headquarters Marine Corps at least annually and at such other times as may be required for the purpose of considering, recommending and reporting to the Secretary of the Navy on reserve policy matters. At least half the members of this board shall be officers of the Marine Corps Reserve.

3. Composition

a. The Marine Corps Reserve, by law, shall be composed of:

(1) The Ready Reserve which consists of those units and members liable for active duty in time of war, national emergency proclaimed by the President or declared by the Congress, or when otherwise authorized by law.

(2) The Standby Reserve which consists of those members, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty only in time of war or national emergency declared by the Congress, or when otherwise authorized by law.

(3) The Retired Reserve which consists of those members whose names are carried on a retired list pursuant to 10 USC 274.

b. As an administrative aid and to facilitate recall of reservists, the Marine Corps Reserve is further divided into the following classes.

(1) Class II, Organized Marine Corps Reserve is composed of those members of the Ready Reserve who are also members of Organized Marine Corps Reserve units. It provides organizations to train individuals in time of peace for immediate mobilization in the event of a national emergency or war. Organized Marine Corps Reserve units shall conform, as far as practicable, in organization, training, and equipment with corresponding units of the Regular Establishment.

(2) Class III, Volunteer Marine Corps Reserve is composed of those members of the Ready Reserve who do not belong to Organized Marine Corps Reserve units, and all members of the Standby Reserve. It provides additional trained personnel, including specialists and technicians, for complete mobilization in the event of a national emergency or war.

4. Organization

a. The continental United States shall be divided into Marine Corps Reserve and Recruitment Districts for the purpose of decentralizing and simplifying administration of reserve and recruitment matters and to provide better coordination of reserve and recruitment activities. In addition, one Marine Corps Reserve District shall be located in the State of Hawaii. Each district shall be headed by an officer of the Regular Marine Corps with title of Director who shall have such assistants as may be authorized by the Commandant of the Marine Corps. District directors shall command all categories of reservists not on active duty, except aviation reserve personnel and officer candidates, who permanently reside within their district's geographical boundaries.

(1) Inspector-Instructors shall be assigned as deemed necessary by the Commandant of the Marine Corps to supervise ground units of the Organized Marine Corps Reserve.

(2) Commanding officers of ground units of the Organized Marine Corps Reserve will be reserve officers.

b. The Commander, Marine Air Reserve Training, under the direct military command of the Commandant of the Marine Corps, exercises military command over the Marine Air Reserve Training Detachments, Organized Reserve Aviation Units, and all Marine Corps Reserve aviation personnel, and is responsible for the training of all aviation units of the Organized Marine Corps Reserve.

(1) Marine Air Reserve Training Detachments are established at appropriate aviation installations to facilitate the administration of aviation reserve matters.

(2) Commanding officers of squadrons of the Organized Marine Corps Reserve shall be reserve officers. They are under the military command of the commanding officer of the appropriate Marine Air Reserve Training Detachment.

5510 SECURITY REGULATIONS

1. Responsibilities

a. The Chief of Naval Operations formulates policies and provides instructions for physical security and security of all classified information within the Department of the Navy.

b. Marine Corps commanders are responsible for safeguarding all classified information and for providing physical security for all property or unclassified matter within their commands.

c. Commanders shall supplement the security regulations contained in the United States Navy Physical Security Manual and the Landing Party Manual with such orders and instructions as are required to adapt basic standards to local conditions.

d. Commanders who perform security functions for non-Marine Corps activities shall coordinate all regulations and instructions pertaining to the assigned security mission with the commander of the activity concerned.

5511 CONTROL OF CLASSIFIED INFORMATION

1. Instructions

a. The Chief of Naval Operations provides the Navy and Marine Corps with detailed instructions for control of classified information.

b. Commanders of Marine Corps activities shall control classified information in accordance with the provisions of U. S. Navy Regulations, the Department of the Navy Security Manual for Classified Information, and other instructions of the Chief of Naval Operations.

5540 INDUSTRIAL SECURITY

1. Responsibility

a. Department of Defense industrial security regulations are published pursuant to the authority vested by law in the Secretary of Defense.

b. The Assistant Secretary of Defense (Manpower, Personnel and Reserve) is responsible for developing all policies, procedures, and standards for safeguarding classified information which is utilized by industry.

c. Marine Corps commanders shall prescribe required industrial security measures in accordance with the Department of Defense regulations and shall promptly report, with recommendations, any situation which indicates a need to change these regulations. Commanders are authorized to take temporary action as required to safeguard classified information in an emergency situation.

5600 PUBLICATIONS AND PRINTING

1. Definitions and scope

a. A publication is any book, pamphlet, book-type or pamphlet-type directive, manual, folder, periodical, magazine, newspaper, technical report, chart, poster, map, drawing, or blankbook manufactured by any method of printing and regardless of content, format, quantity, distribution, or intended end use.

b. Marine Corps publications are those issued by the Commandant of the Marine Corps.

c. Field publications are those issued by commanders of Marine Corps activities.

d. In addition to Marine Corps and field publications, the Marine Corps uses publications from many other military and civilian sources. The regulatory effect of these publications is discussed in paragraph 5215.

e. Publications which are directives are subject to the instructions contained in this paragraph and paragraph 5215.

2. Responsibility

a. The Commandant of the Marine Corps is responsible, by virtue of his command authority, for:

(1) Determining the publications requirements of the Marine Corps.

(2) Regulating the content and distribution of Marine Corps publications.

(3) Publishing instructions for the control, review, and promulgation of field publications.

b. The Secretary of the Navy has assigned responsibility to the Administrative Assistant to the Secretary of the Navy for policy, direction, and control of matters relating to publications and printing within the Department of the Navy.

c. The planning, preparation, production, procurement, and distribution of Marine Corps field publications and printing shall be accomplished in accordance with publications and printing regulations issued by the Secretary of the Navy and the Commandant of the Marine Corps.

3. Authority

a. The Commandant of the Marine Corps and commanders of Marine Corps activities may issue publications as necessary for the proper and efficient operation of their commands in consonance with existing law and policies of superior authority.

5711 INTERNATIONAL STANDARDIZATION

1. International Standardization Program

a. As coordinated by the Joint Chiefs of Staff, the Armed Forces have entered into a broad program of standardization with the armed forces of other designated nations and treaty organizations. The objective of this program is to achieve the degree of standardization necessary to enable different national forces to be employed together as an effective armed force.

b. Implementation of this program is the responsibility of the secretaries of the military departments or the heads of the individual military services as directed by the Joint Chiefs of Staff.

c. The Commandant of the Marine Corps directs Marine Corps participation in the International Standardization Program in accordance with the policies of the Joint Chiefs of Staff and the instructions of the Chief of Naval Operations. For participation in the Defense Standardization Program see paragraph 4120.

5720 PUBLIC RELATIONS

1. Scope

a. Public relations encompass all aspects of the relationship of the Marine Corps to the general public.

b. Marine Corps commanders and individual Marines have a continuing obligation and responsibility to promote public understanding of the Marine Corps and otherwise to foster good public relations.

c. These obligations and responsibilities must be considered in all contacts and associations with the public. The Public Information Program and Community Relations Program, as set forth in this paragraph, are the two primary means through which these responsibilities are met.

2. Navy-Marine Corps relationship

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for public relations matters concerning the Marine Corps.

b. The Commandant issues instructions necessary to implement the public information policies of the Department of the Navy within the Marine Corps, and issues statements of policy to govern public utterances by Marine Corps personnel and participation in community events.

c. The Chief of Naval Operations assures the effective implementation of the public information policies of the Secretary of the Navy within all units of the Operating Forces of the Navy, Naval Air Training Command, and the bureaus, boards, and offices of the Navy Department.

d. The Chief of Information, Navy Department, as the direct representative of the Secretary of the Navy, coordinates the public information policies and programs of the Navy and Marine Corps, and promulgates instructions as necessary and appropriate for the conduct and implementation of public information programs of the Department of the Navy.

3. Public information

a. It is a policy of the Marine Corps, and a function of command, to keep the public informed of the activities of the Marine Corps as compatible with military security.

b. Commanders shall ensure that information concerning their commands, which is not classified for reasons of military security and is of legitimate public interest, is made available to the public through established media or command channels.

c. Commanders are authorized to speak locally for the entire Marine

Corps, within limitations imposed by current directives, regarding matters of which they have official knowledge.

4. Community relations

a. As a general policy commanders are encouraged to participate in local exhibits, displays, demonstrations, ceremonies, and other local events in furtherance of their community relations program and to assist the recruiting and public information programs.

b. Marine Corps participation in public events must not directly or indirectly benefit or appear to benefit or favor any private individual, commercial venture, sect, or political or fraternal group, except as may be specifically authorized by the Secretary of Defense.

c. Commanders in overseas areas are responsible for conducting a vigorous, constructive community relations program which will:

(1) Promote friendship and understanding between commanders and communities and between individual Marines and the local citizens.

(2) Assist in humanitarian activities.

(3) Assist Marines in foreign language education in order to overcome language barriers.

(4) Impress on personnel their status as guests in a foreign country.

(5) Encourage personnel and their dependents to interchange ideas and experiences with local citizens.

5. Authority

a. Commanders are authorized and directed to act and participate locally in public relations matters, subject to the procedures and limitations contained in the Marine Corps Informational Services Manual, the Navy Public Information Manual, and current directives.

5730 CONGRESSIONAL AND LEGISLATIVE LIAISON

1. Responsibility

a. The Chief of Legislative Affairs, Executive Office of the Secretary of the Navy, is responsible to the Secretary for the relationships with the Congress of all elements of the Department of the Navy and furnishes staff support, advice, and assistance on congressional matters (other than appropriations) to the Commandant of the Marine Corps as well as to the Secretary of the Navy and other civilian and naval officials of the Department. The Commandant of the Marine Corps, therefore, does not maintain a separate office of legislative liaison. However, he does have a legislative assistant who advises him on legislative matters and responds for the Commandant to inquiries from Congress.

5741 GENERAL ACCOUNTING OFFICE

1. Policy

a. It is the policy of the Commandant of the Marine Corps to cooperate fully with representatives of the General Accounting Office in carrying out their statutory responsibilities.

2. Procedures

a. When properly identified, representatives of the General Accounting Office shall be furnished such information as they request regarding the powers, duties, activities, organization, financial transactions, and methods of business of the Marine Corps. They shall be allowed to examine records pertaining to appropriated funds; and to examine records of nonappropriated funds to the extent necessary to determine the propriety of expenditures from appropriated funds, use of government property and services, and repayments of revenues accruing to the United States.

b. Access to classified security information and records may be granted

to General Accounting Office representatives to the extent authorized in the notification of security clearance forwarded to the command by the Comptroller of the Navy.

c. The Secretary of the Navy is the only official within the Department of the Navy who may make the final decision to deny a request for information, whether classified or unclassified, by an authorized representative of the General Accounting Office. Therefore, whenever an authorized representative of the General Accounting Office requests information which the commander concerned considers should not be furnished under the policies set forth in appropriate Secretary of the Navy Instructions, the request of the General Accounting Office representative and the proposed reply, including the reasons for not furnishing the information, will be forwarded promptly to the Secretary of the Navy with copies to the Commandant of the Marine Corps, the General Counsel, and the Deputy Comptroller of the Navy.

5750 HISTORICAL PROGRAM

1. Objectives

a. The objectives of the Marine Corps historical program are:

(1) To make the historical experience of the Marine Corps available for practical study and exploitation.

(2) To preserve a record of Marine Corps tradition by collecting and maintaining papers and articles of lasting historical and sentimental interest to the Marine Corps.

2. Historical records

a. Certain designated reports of the operations and activities of Marine Corps units will be prepared and submitted as directed by the Commandant of the Marine Corps, and will be retained at Headquarters Marine Corps to:

(1) Provide source material from which evaluation of current doctrines may be prepared.

(2) Provide source material from which historical accounts, reports, or other documents may be prepared.

(3) Provide a permanent record of Marine Corps achievements and experience.

3. Marine Corps museum activities

a. Marine Corps museum activities include the Marine Corps Museum located at the Marine Corps Schools, Quantico, Virginia and such other displays of Marine Corps-owned historical items which may be situated at locations controlled by either government or civilian agencies.

b. The Marine Corps Museum, located at the Marine Corps Schools, Quantico, Virginia, is a field activity of Headquarters Marine Corps under the staff cognizance of the Chief of Staff. Its mission is to foster esprit de corps and aid in building and maintaining Marine Corps tradition by serving as the principal repository for objects of lasting historical and sentimental interest to the Marine Corps.

(1) Historically important Marine Corps flags and standards, captured enemy flags, or similar trophies will be deposited in the museum. All battle colors or standards of Fleet Marine Force units are considered to be of historical importance.

(2) Artifacts, historical photographs, works of art of appropriate nature, personal papers, and one specimen of each article of uniform, accoutrement, and mantransportable weapon adopted by the Marine Corps will be deposited in the museum.

c. The Director of Marine Corps Museums is responsible for all museum activities of the Marine Corps and for assisting all Marine Corps organizations in matters relating to museum affairs. He is in charge of the Marine

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Corps Museum, Quantico, Virginia and serves as an ex-officio member of the Permanent Marine Corps Uniform Board.

(1) The director is appointed by the Commandant of the Marine Corps and may be an active or retired Marine officer or a civilian.

(2) The director is authorized to establish liaison with other agencies, government or civilian, as may be required in carrying out his duties and may accept, in the name of the Commandant of the Marine Corps, appropriate gifts that are less than $500 in value. Other tenders of gifts will be referred to the Commandant of the Marine Corps for appropriate action. (See par. 4001.)

5760 WELFARE ORGANIZATIONS AND ASSOCIATIONS

1. American National Red Cross

a. The American National Red Cross under its congressional charter, as requested by the Secretary of the Navy, and by tradition conducts a broad program of assistance in welfare matters to Navy and Marine Corps personnel and their dependents.

b. The Commandant of the Marine Corps is responsible to the Secretary of the Navy for policy determination concerning the relations between the Marine Corps and the American National Red Cross. The Commandant also maintains liaison with the National Headquarters and Area Offices of the Red Cross.

c. Requests for initial assignment of Red Cross workers to Marine Corps installations shall be submitted to the Commandant of the Marine Corps. Subsequent contacts with the Red Cross regarding its services shall be with the field director assigned to the activity concerned.

d. Commanders may extend such privileges and assistance to Red Cross personnel as are properly authorized and are within their capabilities.

e. Commanders may furnish the Red Cross with the following information from official records:

(1) Current addresses of Marines.

(2) Casualty status of Marines.

(3) Information concerning the status of allowances and allotments for benefit of dependents.

(4) Information concerning the status of allotments for repayment of loans to the Red Cross.

(5) Reports on status of claims for the benefit of dependents.

(6) Reports on status of claims for death gratuity.

(7) Reports concerning arrears of pay and information of a similar nature which has been requested in the interest of Marines or their dependents.

2. Navy Relief Society

a. The Navy Relief Society, though a private organization, is closely affiliated with the Navy and Marine Corps. It operates under the guidance of a Board of Managers composed of the Chief of Naval Operations as President of the Society; the Commandant of the Marine Corps; the chiefs of bureaus and offices of the Navy Department; an Executive Vice President; an Assistant to the Executive Vice President; a Secretary-Treasurer; and ten elected members, at least four of whom are women. Members of the board, other than those designated by military billet, are elected by the members, presidents of auxiliaries, and commanders of fleets.

b. The Society is organized to aid active duty and retired Navy and Marine Corps personnel and their dependents, including the dependents of deceased personnel, in time of need. The services of the Society are provided through auxiliaries established

at larger Navy and Marine Corps installations and branch offices located on smaller installations.

c. The Society renders financial assistance to individuals distressed by unavoidable circumstances. Such assistance is not provided on a continuing basis nor when individual or family resources are adequate. In addition, the Society may assist with personal problems; secure information for applicants about such problems as allotments or nonreceipt of allowances; provide referral service for personnel to other welfare agencies; provide nursing care for dependents who are unable to do so from their own resources; and furnish many other services which do not involve expenditure of Navy Relief Society funds.

d. Commanders shall cooperate fully with Navy Relief Society activities and furnish such assistance and information as is authorized.

3. Civic, social, and fraternal groups

a. Commanders of Marine Corps activities may authorize civic, social, and fraternal groups to meet or follow their pursuits on installations under their command. This authority is granted to foster community relations and the welfare of personnel. Authorization shall be by license as prescribed by the Commandant of the Marine Corps.

b. Commanders who exercise this authority shall ensure that the pursuits of each group are self-sustaining, proper, and conform strictly to the purpose for which their presence at the installation is authorized. In no instance shall pursuits be authorized which:

(1) Prejudice or discredit the interests of the United States or the Marine Corps.

(2) Will be conducted in name of the Marine Corps or the installation.

(3) Conflict with nonappropriated fund activities.

5800 LEGAL STAFF

1. Staff legal officer

a. The staff legal officer of a Marine Corps command shall be a Marine Corps officer. If local circumstances make this impracticable, the matter shall be referred to the Commandant of the Marine Corps for resolution.

2. Law specialist

a. A law specialist is a Navy officer designated by the Judge Advocate General of the Navy to perform the review required by Article 65(c), Uniform Code of Military Justice (10 USC 865(c)) for special courts-martial not involving bad conduct discharges, and for all summary courts-martial. Marine Corps commanders may assign law specialists to additional duties which do not interfere with their primary function.

3. Legal assistance officer

a. A legal assistance officer will be designated to render competent legal assistance and counseling gratuitously as a professional service to military personnel and their dependents at all commands having a licensed attorney or attorneys attached to the command.

b. All other commands will participate in the legal assistance program by designating a competent officer as "legal assistance referral officer" who shall be responsible for referring personnel to legal counsel in accordance with current directives, including a service legal assistance officer, local or state-wide cooperating volunteer legal civilian group or association or volunteer civilian lawyer available through such group or association.

5810 MILITARY JUSTICE

1. Scope

a. The administration of military justice includes all matters relating to nonjudicial punishment; pretrial, trial, and post trial proceedings; and other

procedures conducted and actions taken in accordance with the Uniform Code of Military Justice (10 USC 801-940).

2. Communications with legal officer

a. Marine Corps commanders shall specifically authorize their staff legal officers to communicate directly with them concerning the administration of military justice within their commands. This requirement is not intended to preclude normal staff coordination and making known to appropriate staff officers the fact and nature of the communication and the commander's decision thereon.

3. Policies affecting punishment

a. Retention in the Armed Forces of thieves and persons guilty of moral turpitude injuriously reflects upon the good name of the military service and its self-respecting personnel. Every case, however, must be judged on its own individual merits. Convening authorities, court-martial members, and reviewing authorities have full discretion to take such action or make such recommendations as they believe will best serve the ends of justice in the particular case.

(1) In the application of the policy against retention of thieves, care must be taken, for example, to distinguish between theft and petty pilfering. Petty pilfering is the unauthorized taking of small amounts of candy, food, cigarettes, and similar items for personal consumption.

b. Confinement of noncommissioned officers is not considered appropriate punishment unless the sentence to confinement includes reduction below noncommissioned officer grade.

c. The confinement of a woman as the result of nonjudicial punishment or sentence of summary or special court-martial is not considered appropriate. Reduction in grade, fine or forfeiture of pay, and restriction coupled with hard labor without confinement are types of punishment which may be appropriate in such cases, subject to the full discretion of the commander or members of the court-martial to impose a legal, appropriate and adequate punishment, dependent on all the circumstances of the case. When the sentence of a summary or special court-martial includes confinement, it should, as a matter of policy, be remitted or mitigated to a sentence not involving confinement. See paragraph 88c, Manual for Courts-Martial, United States, 1951.

d. Women Marines who commit military or other offenses of sufficient gravity to warrant confinement shall normally be brought to trial by general court-martial or separated by administrative process where trial by court-martial is considered inappropriate. Where confinement is adjudged by general court-martial and approved by higher authority, the place of confinement shall be designated by the Chief of Naval Personnel and the Commandant of the Marine Corps in accordance with instructions issued by the Secretary of the Navy.

e. Other punishment policies and prohibitions are contained in paragraphs 125 and 131b(2)(b), Manual for Courts-Martial, United States, 1951.

5815 VACATION OF SUSPENSION

1. Instructions

a. When an individual serving under a suspended sentence commits a new offense, the resulting charge may be the basis for one of the following:

(1) Execution of the suspended sentence.

(2) Nonjudicial punishment.

(3) Trial by court-martial.

(4) Execution of the suspended sentence, and nonjudicial punishment or trial by court-martial.

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b. Vacation of suspension is not an authorized nonjudicial punishment and therefore must be taken as a separate and distinct action.

c. Suspensions of sentences to confinement for long periods and sentences to discharge normally shall not be vacated because of minor infractions.

d. When a person serving under a suspended sentence is absent from the command without leave, the suspension shall not be vacated until he has returned to military jurisdiction. If the period of suspension expires during the accused's unauthorized absence the suspension may be vacated within a reasonable time after his return to Marine Corps control.

5817 PERSONNEL OF COURTS-MARTIAL

1. Selection of members

a. Convening authorities shall exercise great care in the selection of members for all courts-martial. Members shall be such persons as, in the opinion of the convening authority, are best qualified for the duty by reason of age, education, training, length of service, and judicial temperament.

2. Instruction of members

a. The instructions of members of courts-martial authorized by paragraph 38, Manual for Courts-Martial, United States, 1951 shall not be given by presidents or other members of courts-martial.

b. All members of courts-martial should have knowledge of the policies set forth in paragraph 5810 and of the fact that inappropriate sentences awarded to military personnel convicted of crimes punishable by civilian courts tend to bring the Armed Forces into disrepute.

3. Reports on performance of members

a. Presidents of courts-martial shall neither report nor comment on the performance of courts-martial duties by other members except when members are derelict in such duties. Presidents of permanent courts-martial shall not be the reporting senior for other permanent court members.

4. Certification of lawyers

a. Officers who are members of the bar of a Federal Court or the highest court of a state shall make application for certification under the provisions of Articles 26 and 27 of the Uniform Code of Military Justice (10 USC 826-827). Procedural instructions for such applications are contained in the Marine Corps Personnel Manual.

5820 JURISDICTION OVER RESERVISTS

1. Active duty

a. Members of the Marine Corps Reserve lawfully called or ordered to active duty or active duty for training are subject to the Uniform Code of Military Justice from the date they are required to obey the call or order.

2. Inactive duty training

a. A member of the Marine Corps Reserve is subject to the Uniform Code of Military Justice while performing inactive duty training only when such training is authorized by written orders specifying that the reservist is subject to the code and the orders have been voluntarily accepted by him. Such orders shall be tendered to all reservists prior to the time they enter upon the performance of the following types of inactive duty training:

(1) Regular drills and equivalent instruction or duty.

(2) Volunteer training unit meetings.

(3) Associate duty with a unit of a reserve component of another armed force, when it is the policy of the host armed force.

(4) Associate duty with Organized Marine Corps Reserve units.

5863 CONGRESSIONAL INVESTIGATIONS

1. Instructions

a. It is the policy of the Commandant of the Marine Corps to make the maximum information promptly available to the Congressional Committees and their staffs and to cooperate to the fullest extent with the Committees and staffs of the Congress. In the event that either a Committee member or a staff member visits a Marine Corps activity unannounced to request information of an investigative nature or to look at records, the commander shall inform him that instructions concerning the request must be obtained from higher authority. The commander shall immediately inform the Commandant of the Marine Corps (Attention: Legislative Assistant) by the most expeditious means and request instructions. Every possible courtesy shall be extended and every effort made to avoid delaying the investigation unnecessarily.

b. Nothing in the foregoing subparagraph is intended to reduce the limitations regarding disclosure of information from personnel records as contained in paragraph 1070 and U. S. Navy Regulations.

CHAPTER 6

MEDICINE AND DENTISTRY

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MARINE CORPS MANUAL

CHAPTER 6

MEDICINE AND DENTISTRY

6000 MEDICAL AND DENTAL SERVICES

1. Responsibilities and command relationships

a. The Commandant of the Marine Corps is responsible for maintaining the health and welfare of Marines and for planning, forecasting, and determining the requirements of the Marine Corps for medical and dental support.

b. The Chief of the Bureau of Medicine and Surgery is responsible for providing medical and dental care to all members of the naval service and their dependents to the extent authorized by law. The scope of medical and dental care authorized at government expense is set forth in 10 USC 1071-1085, 6148, and 6201-6203.

c. Medical and dental facilities or units established at Marine Corps supporting establishments or assigned to the operating forces are under the military command of the Marine Corps commander and under the technical direction of the Chief of the Bureau of Medicine and Surgery. United States naval hospitals and United States naval dental clinics established at Marine Corps supporting establishments are under the management control of the Chief of the Bureau of Medicine and Surgery.

d. The medical officer and dental officer of a Marine Corps activity shall be detailed as such by the commanding officer and shall be officers of the Medical and Dental Corps, respectively. As members of the commander's special staff they are responsible to the commander for all professional, technical, and administrative medical and dental matters pertaining to the command.

2. Joint use of medical and dental facilities

a. Joint use of medical and dental facilities by a Marine Corps supporting establishment or a Navy shore activity and a tenant Fleet Marine Force unit shall be coordinated by the senior officer present at the activity.

b. The relationships established shall be such as to promote maximum utilization of medical and dental personnel and facilities on a cooperative basis without disturbing the organizational identity of the units concerned.

c. Complete medical and dental supply and service support to the tenant Fleet Marine Force unit shall be provided by the supporting establishment or shore activity.

6120 PHYSICAL EXAMINATIONS

1. Standards and purpose

a. Physical standards and regulations for the conduct of physical examinations are prescribed by the Chief of the Bureau of Medicine and Surgery and approved by the Secretary of the Navy.

b. Physical examinations are conducted to determine an individual's qualifications for entry into the Marine Corps and periodically thereafter to determine his fitness to perform the duties of his grade and designation, and prior to separation.

2. When required

a. A complete physical examination shall be given to all officers prior to retirement, discharge, or other separation from active duty.

b. Each officer on active duty shall have a physical examination conducted annually within 30 days of his birthday. Any complete physical examination, other than the annual examination, taken during the preceding 12 months and which is reported to the Bureau of Medicine and Surgery shall eliminate the requirement for an annual physical for the same period, except in the case

of general officers. An officer who is not examined within 30 days of his birthday shall, within 90 days after the anniversary of his birth, submit a letter to the Commandant of the Marine Corps via the Chief of the Bureau of Medicine and Surgery stating the reason for the nonexamination.

c. Enlisted personnel shall be given a complete physical examination prior to retirement, discharge, transfer to the Fleet Marine Corps Reserve, or release from active duty.

d. Enlisted personnel who are 30 years of age or more and those under 30 years of age who are serving in pay grades above E-5, serving on active duty at Marine Corps bases or camps, recruit depots, air stations, air facilities, Marine Corps Schools, Quantico, and with Fleet Marine Force units shall undergo an annual physical examination within 30 days of the anniversary of their birth. Complete physical examinations undergone within the preceding 12 months, and reported to the Bureau of Medicine and Surgery, will obviate the need for the annual examination.

e. Enlisted Women Marines not in the above categories shall be encouraged to request an annual physical examination.

f. Other physical examinations shall be given to:

(1) All officer candidates, prior to initial appointment to an officer grade.

(2) All applicants for enlistment, prior to initial enlistment.

(3) Persons being drafted, prior to induction into the Marine Corps or Marine Corps Reserve.

(4) Marines and other persons, as directed.

6150 HEALTH RECORDS

1. Definition and purpose

a. The health record is the chronological medical and dental record of an individual while a member of the naval service.

b. Health records are compiled for use in:

(1) Determining physical fitness.

(2) Aiding in the identification of deceased persons.

(3) Determining eligibility for certain benefits.

(4) Adjudicating claims.

(5) Compiling statistical data.

2. Custody and maintenance

a. The medical officer of the command to which an individual is attached or the personnel officer of a naval hospital or dispensary is responsible for the custody and maintenance of the individual's health record.

b. The commander is responsible for custody and maintenance of health records if a medical officer is not assigned. In this event records may be placed in the custody of other representatives of the Medical Department at the discretion of the commander.

c. The dental officer of commands having a dental activity shall assume responsibility for custody and maintenance of dental records. In this instance the medical officer is relieved of responsibility for the dental portion of the health records.

d. Health records shall be maintained as prescribed by the Chief of the Bureau of Medicine and Surgery.

e. When military personnel are transferred, discharged, or released from active duty, the commander shall ensure that their medical and dental records have been processed and forwarded with the least possible delay.

3. Control of health records

a. The Secretary of the Navy has determined that information contained

in health records is to be treated as confidential except to persons directly and properly concerned. Accordingly, the release of information from health records shall be limited to that which is necessary for the accomplishment of the legitimate purpose for which the information is required and shall be rigidly controlled as directed in this paragraph and the Manual of the Medical Department.

b. Commanders and medical officers may furnish an individual with information from his health record, except when it is likely to be injurious to his physical or mental health. They may also, upon written request, furnish an individual with a copy of his health record except for those portions which may be injurious to him.

c. Commanders are authorized to inspect the health records of their personnel and shall direct that such records be made available for official purposes including use by courts-martial, courts of inquiry, and official investigations.

6440 AMPHIBIOUS AND FIELD MEDICINE

1. Mission

a. Medical units, as integral parts of combat organizations, support amphibious or other type operations by:

(1) Giving immediate first aid.

(2) Performing lifesaving surgery.

(3) Providing temporary hospitalization.

(4) Evacuating casualties from the combat area.

(5) Ensuring that sanitation is the best possible under existing conditions.

2. Responsibilities

a. Commanders are responsible for the proper integration and operation of medical units within their task organization and for providing such tactical training of medical personnel as may be required.

b. The medical officer is responsible for advising the commander on all medical matters relating to amphibious or other field operations and ensuring that plans for medical support are in conformance with the tactical plans of the commander.

6700 MEDICAL AND DENTAL SUPPLY AND SERVICE SUPPORT

1. Medical

a. Supply and service support for medical activities is provided by the installations at which the activities are based or by the Fleet Marine Force organization to which attached when not in garrison.

2. Dental

a. Supply and service support for dental activities in garrison, including force dental companies, is provided by the installation at which the activities are based.

b. In the field, force dental companies are self-supporting with respect to their total dental administration and dental technical requirements. They are not completely self-sufficient, however, and are dependent upon designated elements of the Fleet Marine Force unit to which assigned for logistical support.

3. Supplies and equipment

a. Regulations governing the procurement and control of medical and dental supplies and equipment are prescribed by the Chief of the Bureau of Supplies and Accounts.

b. Regulations governing the control of Bureau of Medicine and Surgery controlled equipment are prescribed by the Chief of the Bureau of Medicine and Surgery.

CHAPTER 7

FINANCIAL MANAGEMENT

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CHAPTER 7

FINANCIAL MANAGEMENT

7000 FINANCIAL MANAGEMENT

1. Policy

a. All funds appropriated for use by the Marine Corps, either directly or indirectly, will be utilized toward achieving maximum operational potential. Every effort will be devoted toward obtaining the highest level of efficiency and economy.

b. It is incumbent on every level of command, and all personnel, to ensure that financial resources are expended only to further the operational ability of the Marine Corps.

c. Commanders will be allowed maximum flexibility in managing their financial resources. Within restrictions imposed by law and higher authority, and the requirements of efficient management, funds will be made available to subordinate commanders with minimum restrictions as to their use.

2. Command responsibility in financial management

a. The management of finances is implicit in command.

b. The commander retains full authority and responsibility for the financial resources he manages and shall ensure that they are used to best support the missions of his command. In discharging this responsibility he shall:

(1) Adequately plan for the use of funds.

(2) Constantly review expenditures to ensure that funds are being utilized in the most efficient manner.

(3) Retain flexibility to meet the unexpected or unplanned requirement.

(4) Exercise close personal supervision.

(5) Devote his financial resources to achieving and maintaining maximum operational readiness.

3. Staff action in financial management

a. In those commands where the complexity of financial management requires it, the Commandant of the Marine Corps will authorize assignment of a comptroller to assist the commander. The comptroller will be a general staff officer and will have general staff cognizance over the broad area of financial management to include both appropriated and nonappropriated funds.

b. In those commands not authorized a comptroller, commanders will discharge their financial responsibilities in the most efficient manner, assigning financial functions to members of their staffs as they desire.

c. It will be normal for the commander to allocate his funds in his overall financial plan so that funds which support a given function are administered by the staff officer who has primary staff cognizance over the function supported.

d. Commanders are authorized, at their discretion, to organize a committee consisting of appropriate staff officers to provide coordinated staff solutions in financial matters. In those commands assigned a comptroller, he should be a member of this committee.

7010 NONAPPROPRIATED FUNDS

1. Definition and status

a. Nonappropriated funds are funds other than those appropriated by the Congress of the United States. Nonappropriated funds of federal instrumentalities are government funds, separate and apart from funds recorded on the books of the Treasury, established by competent authority for

administrative use, usually for the purpose of contributing to the welfare, comfort, or recreation of military personnel or civilian employees.

b. All Marine Corps nonappropriated fund activities are instrumentalities of the United States Government and as such are entitled to all the immunities and privileges available to other agencies and departments of the Government.

c. Property purchased with nonappropriated funds becomes a part of the fund.

d. In addition to Marine Corps nonappropriated fund activities, commanders may permit military and civilian personnel to operate civic, social, or fraternal activities, which are supported by private funds, on Marine Corps installations. These activities are not instrumentalities of the Government and are not subject to the regulations for administering nonappropriated funds. (See par. 5760.)

2. Activities for civilian employees

a. Commanders may authorize and establish, and shall administer nonappropriated fund activities for the benefit of civilian employees in accordance with the instructions of the Chief of Industrial Relations as implemented by the Commandant of the Marine Corps.

3. Activities for military personnel

a. The Commandant of the Marine Corps may authorize and establish nonappropriated fund activities for military personnel and shall prescribe regulations for their administration.

4. Transfer and source of funds

a. Funds or other assets shall not be transferred between nonappropriated fund activities except as authorized in this paragraph or by the Commandant of the Marine Corps or the Chief of Industrial Relations, as appropriate.

b. Only primary sources and uses of specific funds are described in this paragraph. Other sources and uses for these funds may be prescribed by the Commandant of the Marine Corps.

5. The Marine Corps Exchange Fund

a. The Marine Corps Exchange Fund consists of monies received from the Marine Corps exchanges. This fund is held in trust for Marine Corps personnel and disbursed for the general benefit of the Marine Corps as a whole. It is used to conduct the exchange business of the Marine Corps and for making loans and donations to Marine Corps exchanges and the Central Marine Corps Recreation Fund.

6. Individual exchange funds

a. Regulations for management of individual exchange funds are contained in the Marine Corps Exchange Manual.

7. Central Marine Corps Recreation Fund

a. The Central Marine Corps Recreation Fund consists of income received from the Marine Corps Exchange Fund. Disbursements from this fund will be made for the assistance and promotion of the overall operation of the Marine Corps Special Services Program.

8. Unit recreation funds

a. A unit recreation fund is a nonappropriated fund established for the support of a unit's special services program.

b. A unit recreation fund has the following sources of revenue:

(1) Profits of the Marine Corps exchange and other authorized activities.

(2) Receipts from games and entertainment.

(3) Donations from service sources, such as the Central Marine Corps Recreation Fund.

(4) Gifts and donations from non-service sources when approved by the Commandant of the Marine Corps.

(5) Interest on savings.

c. Property acquired through expenditure from recreation funds will be administered as prescribed by the Commandant of the Marine Corps.

d. Recreation fund activities are not conducted to generate profits. Marine Corps exchanges are the normal source of revenue for recreation funds. In those cases where there is no exchange or the command does not share in the profit of a resale activity of another command, specific authority may be obtained from the Commandant of the Marine Corps to establish other revenue producing activities.

9. Navy-Marine Corps relationships

a. In case the resale activities of only one service exist at a Navy installation where both Navy and Marine Corps personnel are stationed, one recreation fund will be established. The service administering the resale activities will administer the recreation fund.

(1) If the resale activity is a Navy exchange, the recreation fund will be administered in accordance with instructions promulgated by the Chief of Naval Personnel.

(2) If the resale activity is a Marine Corps exchange, the recreation fund will be administered in accordance with Marine Corps regulations. Navy personnel will be proportionately represented on the recreation council and the enlisted recreation committee. If the Marine Corps unit is a subordinate unit of the Navy command, all records of proceedings will be submitted to the commanding officer of the Navy installation by the Marine Corps commander for final action. The commanding officer of the Navy installation will be held responsible for all expenditures approved by him which are not in accordance with regulations.

10. Marine Corps Mess Fund

a. The Marine Corps Mess Fund is a nonappropriated monetary reserve utilized primarily for making loans and grants to commissioned officers' messes, staff noncommissioned officers' clubs, noncommissioned officers' clubs and enlisted clubs. The fund consists of monies received from these activities in the form of assessments and other revenues.

11. Individual club and mess funds

a. Regulations for the management of individual club and mess funds shall be prescribed by the Commandant of the Marine Corps.

12. Miscellaneous nonappropriated funds

a. Commanders of installations and separate activities, including units of the Organized Marine Corps Reserve when not on active duty, are authorized to operate morale, welfare and recreational activities and to establish miscellaneous nonappropriated funds for the support thereof when such activities meet the following criteria:

(1) Are declared to be essential to the operation of a well-rounded morale, welfare and recreational program.

(2) Have a restricted clientele or limited membership due to the nature of the activity performed.

(3) Receive limited appropriated fund support.

(4) No personal financial gain accrues from membership.

(5) Are self-supporting.

(6) Are supervised by military or civilian personnel as part of their official duties.

(7) Are audited.

(8) Are authorized in writing by the commanding officer.

(9) Prepare and maintain financial records in accordance with existing regulations.

(10) Are not chapters, branches or under the control of any organization outside the Department of Defense.

(11) Are not utilized to raise or collect funds for charitable purposes.

7020 INTERSERVICE SUPPORT

1. Definitions

a. Interservice support is action by one military service, or element thereof, to provide logistical or administrative support to another military service, or element thereof, by cross, common, or joint servicing. Such action can be recurring or nonrecurring in character; on an installation, in an area, or on a world-wide basis.

b. Cross-servicing is that support provided by one military service to another for which reimbursement is required.

c. Common-servicing is that support provided by one military service to another for which reimbursement is not required.

d. Joint-servicing is that support provided by a jointly staffed and financed activity to two or more military services.

2. Policy

a. The Secretary of Defense prescribes overall policy for interservice support agreements.

b. Interservice support shall be utilized when overall economies can be realized without impairment of military effectiveness.

c. Directives of the Secretary of the Navy normally provide for adequate interservice support between the Navy and the Marine Corps without a requirement for interservice support agreements.

3. Principles

a. In arranging for support between military services, the peculiar capabilities of each service for support of the requirements of other services must be utilized. Responsibility for performance of such support will be assumed by the service possessing the peculiar capability.

b. Whenever the nature of the support does not involve a peculiar capability, responsibility for performance of such support will be assumed by the service which is the dominant user.

c. Interservice support agreements will be made at the lowest command level feasible.

d. When interservice support arrangements are made, they will be in accordance with the above policy and principles except when military requirements are overriding factors.

4. Agreements by commanders

a. Interservice support agreements may be negotiated at the discretion of commanders in accordance with existing policy and directives of the Commandant of the Marine Corps when it is determined that such support is economical, serves the best interests of the Marine Corps, and funds are available. Agreements will contain provisions for periodic review to determine whether the agreement should be continued, modified, or terminated.

b. Disagreements which cannot be resolved at the local level will be referred to the Commandant of the Marine Corps for resolution.

5. Support capabilities

a. Adjustments in performance, programming, budgeting, and funding, required by interservice support, will normally be made in the established program and budget cycles.

b. When such adjustments are required to be made outside of the established program and budget cycles, the entire matter will be referred to the Commandant of the Marine Corps for resolution, with appropriate recommended adjustments between the services concerned for civilian manpower, facilities, and fiscal requirements.

7050 HOST-TENANT RELATIONSHIPS

1. Policy

a. The Chief of Naval Operations, the Commandant of the Marine Corps, and the chiefs of bureaus and offices of the Navy Department forecast requirements for and provide adequate installations and facilities to enable commanders to accomplish their assigned missions (see par. 11000). Normally commanders will have no requirement to enter agreements as tenants with another military service, nor will they have adequate facilities to enter agreements as hosts.

b. The Commandant of the Marine Corps may enter into host-tenant agreements with other military services as required to support Marine Corps activities, or may offer the use or occupancy of Marine Corps installations and facilities to another military service. These agreements may authorize Marine Corps commanders to negotiate further in development of the relationship.

c. Authority is hereby delegated to Marine Corps commanders to negotiate and execute agreements for host-tenant relationships within the scope of existing policy directives, which they deem to be in the best interests of the Government and for which they have funds for support. Copies of all such agreements executed by commanders shall be furnished the Commandant of the Marine Corps.

7200 DISBURSING

1. Purpose

a. The disbursing system shall provide prompt, convenient, and accurate disbursing service to military and civilian personnel and to suppliers of materials and services.

2. General

a. Disbursing shall be accomplished as directed by the Comptroller of the Navy and the Commandant of the Marine Corps.

3. Staff responsibility

a. The disbursing officer performs the general duties of a special staff officer with respect to the safekeeping and proper disbursement or transfer of all public money collected or otherwise placed in his custody. He is personally responsible to the United States for all funds in his custody.

b. At those commands authorized a comptroller, the disbursing function will be under his staff cognizance.

7300 ACCOUNTING

1. Organization

a. In organizing accounting functions, commanders shall:

(1) Adapt their organization to meet their individual command responsibilities.

(2) Establish a single accounting office to coordinate and supervise all functions of accounting for appropriated funds except that accounting related to disbursing. This does not imply that accounting operations and personnel must be physically in one location.

b. In those commands authorized a comptroller, all accounting shall be performed under his staff cognizance.

7510 INTERNAL AUDITING

1. Definition and purpose

a. Internal auditing within the Department of the Navy is the appraisal and review by the Comptroller of the Navy of accounting, financial, and

related operations. This audit serves as a basis for protective and constructive services to commanders and the members of their organization charged with managing these operations.

2. Responsibility

a. Internal auditing within the Department of the Navy, including the audit of Marine Corps activities, is conducted by a single central audit organization as directed by the Comptroller of the Navy.

b. The audit of nonappropriated funds is not a part of the internal audit of the Department of the Navy. This audit shall be conducted as prescribed by the Commandant of the Marine Corps. It is, however, subject to appraisal by the internal audit representatives of the Comptroller of the Navy.

c. Those audits, inspections, and related administrative functions accomplished by a commander in exercising normal internal control are not included within the scope of internal audit of the Department of the Navy. These exceptions are prescribed in detail by the Comptroller of the Navy.

CHAPTER 10

GENERAL MATERIEL

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CHAPTER 10

GENERAL MATERIEL

10110 RATIONS

1. Entitlement

a. Enlisted personnel on active duty or when otherwise qualified pursuant to law, prisoners of war, and military prisoners are entitled to one ration daily at government expense.

b. Applicants for enlistment are entitled to rations or meal tickets as prescribed in the Marine Corps Supply Manual and Joint Travel Regulations.

c. Instructions relating to entitlement to flight rations are contained in the Marine Corps Supply Manual.

2. Money allowance in lieu of rations

a. An enlisted person may be authorized a money allowance, at the rate prescribed in the Navy Comptroller Manual, in lieu of rations:

(1) When rations in kind are not available.

(2) When on leave.

(3) When permission to mess separately has been given by his commander and approved by the commander responsible for the operation of the mess.

3. Authority

a. The Commandant of the Marine Corps is authorized to prescribe regulations for the administration of:

(1) Rations for enlisted personnel including personnel assigned to commissioned officers messes and commissioned officers quarters.

(2) Flight and field rations and rations for patients in medical treatment facilities under the management control of the Commandant of the Marine Corps.

(3) Rations for Marine Corps reservists and applicants for enlistment.

(4) Sale of meals and subsistence items.

CHAPTER 11

FACILITIES AND ACTIVITIES ASHORE

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CHAPTER 11

FACILITIES AND ACTIVITIES ASHORE

11000 INSTALLATIONS

1. Definitions

a. A Marine Corps installation consists of one or more separate or assembled facilities, including real estate, constituting a physically separate Marine Corps activity.

b. A facility is a physical plant, a structure, or an assembly of units of equipment, designed for a specific function.

c. The term public works at a Marine Corps installation applies to the buildings and structures, including permanent fixtures and fixed equipment, and streets, roads, and grounds.

d. Public utilities are a part of public works. They consist of the government-owned, fixed facilities or systems that provide a major service.

2. The Marine Corps Installations Program

a. The purpose of the Installations Program is to provide the facilities and related logistic services necessary to support the Marine Corps in the accomplishment of its missions. The Marine Corps Long-Range Plan and Mid-Range Objectives provide the fundamental basis for facility requirements. (See chap. 3.)

b. The objectives of the Installations Program are:

(1) To obtain adequate base facilities and services for existing units.

(2) To maintain facilities in a usable condition.

(3) To meet mobilization requirements for facilities through emergency-type and temporary construction.

(4) To provide family housing as required.

(5) To improve existing facilities as necessary, in order to provide adequate living spaces for personnel.

(6) To improve existing facilities in order to make adequate storage and administrative space available, utilizing where possible, facilities which were designed and constructed for these purposes.

c. The Installations Program emphasizes the following projects which are tabulated in order of importance:

(1) New or expanded projects in direct support of operational requirements of the Fleet Marine Forces.

(2) New and continued improvements to projects in direct support of training requirements of the Fleet Marine Forces.

(3) New or expanded projects required for the operation of activities supporting the Fleet Marine Forces.

(4) Replacement projects for any of the foregoing, or for other activities of the Marine Corps.

3. Navy-Marine Corps relationships

a. The Secretary of the Navy assigns management control of each installation to either the Commandant of the Marine Corps or to a chief of a bureau or office of the Navy Department.

b. In the case of installations under management control of the Commandant of the Marine Corps, the technical direction exercised by the Chief of the Bureau of Yards and Docks in accordance with article 0456, U.S. Navy Regulations, consists of:

(1) Preparation, publication, and distribution of technical documents

which may be used for guidance when appropriate.

(2) Providing technical assistance through area or district public works officers to commands not having a public works officer assigned to the special staff and to commands having public works officers when the assistance required is beyond the capability of the public works officers assigned.

c. Officers of the Navy Civil Engineer Corps are assigned to major Marine Corps installations as public works officers. The public works officer, as a member of the special staff:

(1) Advises the commander on matters of public works, public utilities, and real estate.

(2) Provides liaison between the commander and the Bureau of Yards and Docks field activities.

(3) When so authorized by the Chief of the Bureau of Yards and Docks and approved by the commander, is the resident officer in charge of construction or the officer in charge of construction and, as such, is responsible for the administration and supervision of the work performed by contract or architectural-engineering contracts for the installation.

(4) Prepares and maintains the Station Development Plan in accordance with instructions promulgated by the Commandant of the Marine Corps.

(5) Compiles the Annual Military Construction Program for the installation, to include project descriptions, cost estimates, drafting, and reproduction. This does not include the preparation of justifications that are developed by the immediate sponsor of the project. The public works officer is normally a member and the recorder of the Station Development Board.

(6) Accomplishes, when requested, the Annual Inspection of Public Works and Public Utilities, and related reports of the installation.

(7) Prepares, as required, architectural and engineering designs and specifications, including cost estimates for projects.

(8) Maintains in a current condition all maps, plans, and other drawings of the installation and its facilities.

(9) Performs land, topographical, and other survey work for the installation, as required.

4. Responsibilities

a. The Commandant of the Marine Corps is responsible to the Secretary of the Navy:

(1) For exercising management control of those installations so assigned, whether or not under his military command.

(2) For ensuring that those installations under his military command but not his management control realize Marine Corps objectives, through coordination with the managing bureau or office.

(3) For evaluating and reporting upon the adequacy of naval and industrial production facilities to meet Marine Corps needs in war.

b. The Marine Corps Station Development Board, convened at Headquarters Marine Corps, plans for maintaining Marine Corps installations in number, locations, facilities, and equipment adequate to support the Marine Corps in a constant state of readiness. Planning of defense installations and protective constructions is also an objective of this board.

c. Commanders of Marine Corps installations are responsible for local installations planning, station development, construction, maintenance, and operation in accordance with the directives of the Commandant of the Marine

Corps and the chief of the bureau or office exercising management control.

5. Naming streets, facilities, and areas

a. Streets, facilities, and areas are usually named for persons. Names selected shall be of persons who are highly regarded by Marine Corps personnel and the local community. They shall be selected:

(1) To honor deceased members of the Marine Corps or members of other military services who met death while serving with Marine Corps units.

(2) To honor deceased persons who have made an outstanding contribution of lasting nature to the Marine Corps, or to the welfare of Marine Corps personnel.

(3) To honor living persons in the above categories when uniquely appropriate.

b. Commanders who have an occasion to officially name streets, facilities, or areas that are under the management control of the Commandant of the Marine Corps will submit recommended names to the Commandant of the Marine Corps. If a name proposed is not that of a well-known person, explanatory data should accompany the recommendation. Names in use, unless manifestly unsatisfactory, will not be changed.

c. Commanders of Marine Corps installations under the military command of the Commandant of the Marine Corps, but not his management control, who desire to name streets, facilities, or areas for persons described in subparagraph 5a, shall submit their requests to the chief of the bureau or office exercising management control, via the Commandant of the Marine Corps.

6. Use of facilities by external activities

a. Structures and facilities may be furnished other government agencies and certain morale, welfare, and recreation activities by commanders of Marine Corps managed installations, in accordance with paragraphs 7020 and 7050 and the Marine Corps Supply Manual.

11240 AUTOMOTIVE

1. Definitions

a. The term motor transport vehicles means all self-propelled tactical or commercial motor vehicles, and towed vehicles suitable for use in conjunction therewith, that are used to transport cargo and personnel or to mount special items of equipment. Excluded are combat vehicles designed for special fighting functions, armored personnel carriers, armored equipment used in support of combat vehicles, engineer construction equipment, rail equipment, vessels, and aircraft.

(1) Tactical vehicles are normally of military design, have a capability of operating cross country, are either wheeled or tracked, may be amphibious, and are used in support of combat or tactical operations.

(2) Commercial vehicles are of normal commercial production, have no peculiar military features, and are used for supply and administrative functions where adequate roads exist.

b. Maintenance support consists of:

(1) The furnishing of repair parts, modification parts, tools, and equipment required by an organization to perform its assigned echelon of maintenance. (See par. 4700.)

(2) The providing of maintenance facilities and service to accomplish repairs and modifications that exceed the capabilities of the using organization.

2. Command responsibility

a. The commander is responsible for the proper management of his motor transport personnel, equipment,

and facilities. To ensure a high degree of efficiency the commander shall establish sound procedures for the execution and supervision of the following functions:

(1) Selection, assignment, training, and utilization of motor transport personnel.

(2) Utilization and maintenance of motor transport equipment.

(3) Maintenance inspection in accordance with paragraph 4730.

3. Procurement, assignment, utilization, and maintenance of vehicles

a. The Commandant of the Marine Corps is responsible for providing appropriated funds for the procurement of and administering the assignment, utilization, and maintenance support of all motor transport vehicles required by the Marine Corps and procured with appropriated funds, except as follows:

(1) The chief of the bureau or office designated by the Secretary of the Navy is responsible for providing funds for the procurement of and administering the assignment of nontactical ambulances required by Marne Corps activities.

(2) The chief of the bureau or office designated by the Secretary of the Navy is responsible for providing funds for the procurement of and maintenance support of motor transport vehicles required by Fleet Marine Force air units and by all other Marine Corps air activities, and for maintenance support of the vehicular portion of Marine Corps specialized equipment assigned to Fleet Marine Force air units. The maintenance support provided equipment listed in Marine Corps tables of equipment shall include the application of modifications adopted by the Marine Corps.

(3) The chief of the bureau or office designated by the Secretary of the Navy is responsible for providing funds for the procurement of and administering the assignment and maintenance support of the motor transport vehicles required by Marine Corps security forces at Navy shore activities.

b. The use of nonappropriated funds for the procurement and support of vehicles for nonappropriated fund activities shall be in accordance with the regulations issued by the Commandant of the Marine Corps, the Chief of Industrial Relations, or the Chief of Navy Personnel, as appropriate. (See par. 7010.)

4. Use of Marine Corps vehicles

a. Marine Corps vehicles will be used only for official business. Transportation between place of residence and business is not considered to be official business except as specifically authorized by the Secretary of the Navy.

5. Repair of privately-owned vehicles

a. No privately-owned vehicle, parts, accessories, or equipment will be serviced, repaired, manufactured, or stored in any government shop, garage, or other building normally used for the repair or storage of government vehicles. Government-owned tools, equipment, or supplies will not be used to service or repair such privately-owned property except as they are authorized for use in a special services hobby shop.

6. Modifications to Marine Corps vehicles

a. Marine Corps vehicles will not be modified, have accessories installed, or have integral parts removed, except as directed or approved by the Commandant of the Marine Corps.

7. Authorization to operate government vehicles

a. No person, military or civilian, will be permitted to operate a Marine Corps vehicle until such person has been examined and found to be qualified

to operate government vehicles in accordance with instructions promulgated by the Secretary of the Navy.

b. Any permit or authorization to operate a government vehicle that is issued to a person in the Department of the Navy will be valid only for the operation of government vehicles. This permit or authorization cannot be used or considered as the driver's license that may be required by local civil law for the operation of privately-owned vehicles.

8. Vehicle registration numbers

a. All Marine Corps vehicles procured with appropriated or nonappropriated funds will have a Marine Corps registration number assigned by the Commandant of the Marine Corps.

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